Dr.Mahalingam College of Engineering and Technology

(An Autonomous Institution)

Pollachi – 642 003

STAFF HAND BOOK

A Campus with global vision

2017-18

CONTENT

Dr.Mahalingam College of Engineering and Technology

(An Autonomous Institute)
Pollachi - 642 003

Introduction to the institution

Shri.P.Nachimuthu Gounder, the founder of Sakthi Group of companies was a visionary who understood the importance of imparting technical education to students. The dream was made into reality by Arutchelvar Dr. N. Mahalingam – a name that is synonymous with Pollachi. Motivated by his father's vision Nachimuthu Industrial Association (NIA) Trust was established in the year 1956.

The society's solicitation made Arutchelvar Dr. N. Mahalingam - the Chairman of NIA to expand education right from schooling to engineering. Within a short span of 50 years the NIA has ventured into many avenues and has established its roots in industrialization, education, finance, transportation, synthetic gems, textiles, agriculture and automobiles. Nachimuthu Industrial Association not only offers jobs but also provides opportunities for rural students to gain knowledge and explore the fast-paced world. For his achievement in education and welfare of the society, the industrial genius has been recognized by Government of India and was conferred with PadmaBhushan in 2007.

Dr.Mahalingam College of Engineering and Technology is one amongst the ten NIA Educational institutions.

Dr.Mahalingam College of Engineering and Technology (MCET) Pollachi, is a Private Self-Financing, Co-educational Engineering College established in the year 1998. The College is approved by All India Council for Technical Education, New Delhi, affiliated to Anna University Chennai. The college has been conferred with Grade-A by the National Assessment and Accreditation Council (NAAC) with Grade point 3.61 out of 4. MCET offers 10 B.E/B.TECH courses including Automobile Engineering, Computer Science and Engineering, Civil Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Electronics and Instrumentation Engineering, Information Technology, Mechanical Engineering, Production Engineering and Mechatronics Engineering, 5 M.E programmes including Applied Electronics, CSE, CAD/CAM, Communication Systems, Structural Engineering, MCA and 5 research programmes in Mechanical, EEE, ECE, CSE and Civil are also being offered. All eligible UG Programmes have been accredited by NBA and 5 UG programmes are accredited thrice by NBA.

MCET has established notable joint ventures to provide value added education and training in ever-changing technologies with leading organizations namely, Cisco Networking Academy, Apple Distinguished School, Oracle India and EMC^2 Bangalore.

Vision

"We develop globally competitive workforce and entrepreneurs"

Mission

Dr.Mahalingam College of Engineering and Technology, Pollachi endeavours to impart high quality, competency based technical education in engineering and technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution is also striving hard to attain a unique status at the international level by means of infrastructure, state-of-the-art computer facilities and techniques.

Quality Policy

MCET is committed to impart high quality, competency based education in engineering and technology to the youth and members of the community with the required skills and ability to face the challenging needs of the industry around the globe with continual improvement in academic, co-curricular and extra-curricular activities and up gradation of faculty and facilities.
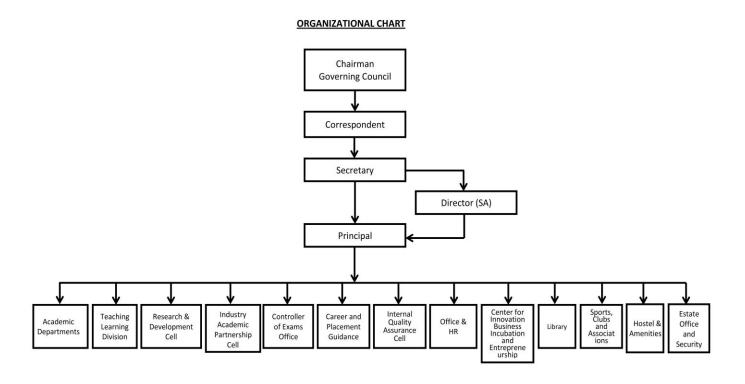
MCET has established 16 Centres of Excellence namely,

- ➢ Altair Centre for Simulation and Analysis
- ➢ Regional Centre of Competence in Industrial Automation Technologies in alliance with Bosch Rexroth.
- ➢ Centre for Design Analysis & Testing (C-DAT) with Sakthi Auto Components,
- ➢ Centre for Advanced Training in Welding Technology
- ➢ Centre for Advanced Training in Automotive Technology in alliance with TUV Rheinland
- ➢ MCET Centre of Excellence for Digital Manufacturing in alliance with Siemens
- ➢ MCET – Centre for Research on Green Energy and Environment with Cape Breton University Canada
- ➢ Keysight centre for RF Communication system
- ➢ MCET-Cadence ASIC Centre of Excellence
- ➢ MCET-Mitsubishi Electric Centre for Factory Automation
- ➢ MCET-Janatics Centre of Excellence for Mechatronics and Automation
- ➢ MCET-Bosch Joint Certification Centre
- ➢ HaritaTech Serv Research Centre on New Product Development and Manufacturing
- ➢ MCET – Swelect Centre for Solar PV Training and Research
- ➢ MCET-Bosch Artisan Training Centre
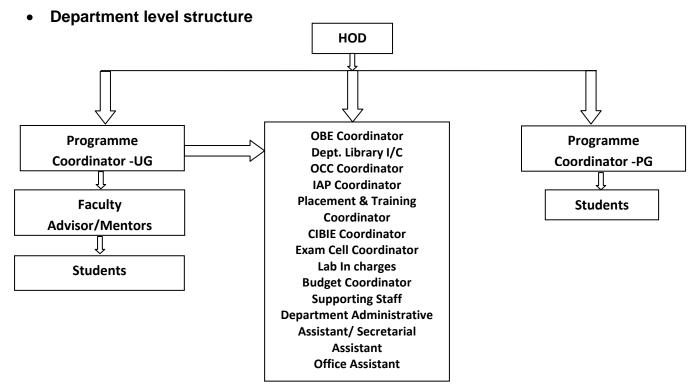- ➢ T.S.Srinivasan Centre for Advanced Manufacturing

These centres enable our students and faculty members to gain hands-on experience and foster their knowledge to upgrade their skills.

MCET has tie-up with 3 International Universities in Australia, Canada and UK to offer professional courses for students, faculty exchange, Research & Development activities and mutually beneficial academic programmes.
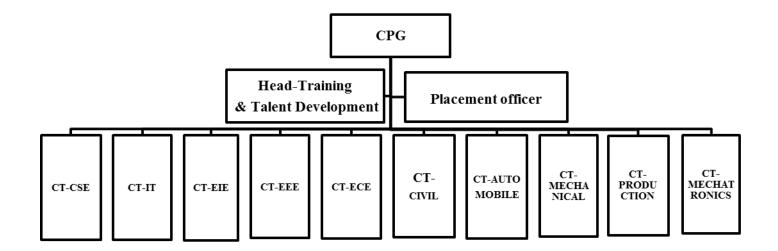
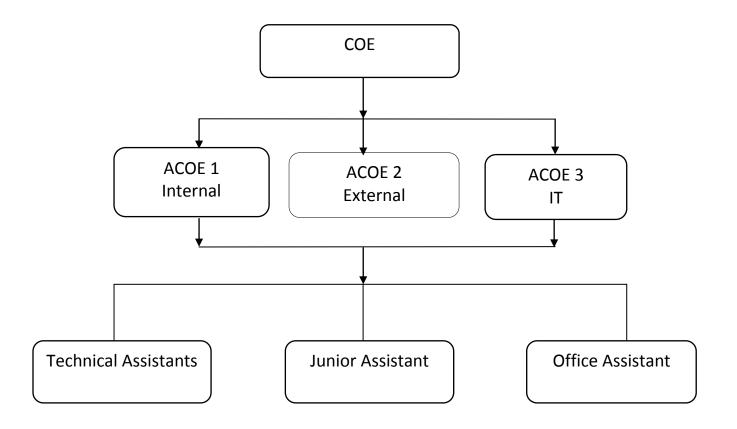## A) ORGANISATIONAL STRUCTURE

Institutional level structure

ORGANIZATIONAL CHART

```
                        ┌─────────────────┐
                        │    Chairman     │
                        │ Governing Council│
                        └────────┬────────┘
                                 ↓
                        ┌─────────────────┐
                        │  Correspondent  │
                        └────────┬────────┘
                                 ↓
                        ┌─────────────────┐      ┌──────────────┐
                        │    Secretary    │─────→│ Director (SA) │
                        └────────┬────────┘      └──────┬───────┘
                                 ↓                      │
                        ┌─────────────────┐←────────────┘
                        │    Principal    │
                        └────────┬────────┘
```

| Academic Departments | Teaching Learning Division | Research & Development Cell | Industry Academic Partnership Cell | Controller of Exams Office | Career and Placement Guidance | Internal Quality Assurance Cell | Office & HR | Center for Innovation Business Incubation and Entrepreneurship | Library | Sports, Clubs and Associations | Hostel & Amenities | Estate Office and Security |

- **Department level structure**

```
                    ┌──────────┐
                    │   HOD    │
                    └─────┬────┘
        ┌─────────────────┼──────────────────────┐
        ↓                 ↓                        ↓
```

| **Programme Coordinator -UG** | → | **OBE Coordinator**
 Dept. Library I/C
 OCC Coordinator
 IAP Coordinator
 Placement & Training Coordinator
 CIBIE Coordinator
 Exam Cell Coordinator
 Lab In charges
 Budget Coordinator
 Supporting Staff
 Department Administrative Assistant/ Secretarial Assistant
 Office Assistant | **Programme Coordinator -PG** |

Under Programme Coordinator -UG:
Faculty Advisor/Mentors → **Students**

Under Programme Coordinator -PG:
Students

- **CPG Structure**

```
                              ┌──────────┐
                              │   CPG    │
                              └──────────┘
              ┌────────────────────┐   ┌──────────────────┐
              │   Head-Training    │   │ Placement officer│
              │ & Talent Development│  │                  │
              └────────────────────┘   └──────────────────┘
```

| CT-CSE | CT-IT | CT-EIE | CT-EEE | CT-ECE | CT-CIVIL | CT-AUTO MOBILE | CT-MECHA NICAL | CT-PRODU CTION | CT-MECHAT RONICS |

- **Exam cell Organization Chart**

```
                        ┌──────────┐
                        │   COE    │
                        └──────────┘
        ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
        │   ACOE 1     │ │   ACOE 2     │ │   ACOE 3     │
        │   Internal   │ │   External   │ │      IT      │
        └──────────────┘ └──────────────┘ └──────────────┘

┌────────────────────┐  ┌──────────────────┐  ┌──────────────────┐
│ Technical Assistants│ │ Junior Assistant │  │ Office Assistant │
└────────────────────┘  └──────────────────┘  └──────────────────┘
```

B) ROLES AND RESPONSIBILITIES

Governing Council

The Governing Council is constituted as per the guidelines of AICTE. The responsibility and authority of the Governing council are as given below:

- To perform the overall governance of MCET.
- To appoint Education Secretary to administrate overall activities of the institution.
- To provide direction for the effective education and training of the students.
- To review the annual performance.

Secretary

- The Secretary is the management representative who takes care of day-to-day administration, human resources, finance and infrastructure, collaborations and extension activities. He coordinates the administration and academic teams.

Director (Students Affairs)

Director (Students Affairs) Shall

- Establish ways and means for learning and development of students outside the class room.
- Develop policies and procedures to promote students discipline inside and outside the campus and coordinates with the Principal and Faculty to ensure the same.
- Promote activities that help the student community to learn to respect differences, take responsibility for their actions, exercise leadership and establish a student culture where diversity is encouraged.
- Serve as ambassador for College with alumni, parents, students, neighbours, community leaders and professional colleagues.
- Develop and coordinate policies and procedures relative to all student activities such as student functions, invited talks and programs, industrial visits and tours, extension services, etc.
- Work closely with the Student's Guild of Service(SGS) for all major student extracurricular activities and events.
- Oversee the Production of Student Handbook and other documents annually.

Principal

The Principal, as Head of the Institution, shall

- Be the overall responsible person for all day to day academic activities.
- Monitor all activities, such as attendance; leave applications, welfare activities of all teaching, technical, supporting and ministerial staff of the college.
- Supervise the conduct of all theory and laboratory classes, and ensure that they are in order.
- Call for and conduct periodic meeting of heads of departments, to identify and rectify their problems in running their department activities.

- Call for and conduct periodic meeting of student representative of all classes to identify and rectify their problems in their day to day activities.
- Frame the academic calendar of the Institution getting input from all heads of departments.
- Find out the requirements of human resources and infrastructures required, from the departments and submit to the Secretary for further action.
- Supervise the Controller of examination to frame the activities of the Examination cell and guide in the conduct of Continuous Comprehensive Evaluation (CCE), Model and University Examinations and take necessary and appropriate actions.
- Ensure the discipline and welfare of both staff and students inside the campus.
- Enforce the defined code of conduct for the staff and student.
- Review the performance of students in their CCE, model and semester examinations and take necessary and appropriate steps to conduct special classes as needed, to improve their performance.
- Constitute Board of Studies, Academic Council, Grievance Redressal Committee, Discipline and Welfare Committee in consultation with the Secretary and monitor their operations.
- Coordinate with Departments and sections to ensure the availability of academic requirements and standards prescribed by AICTE, UGC, NAAC, NBA and University.
- Formulate and conduct academic pedagogy and curriculum development activities to improve the teaching learning processes.
- Organize and conduct annual stock verification.
- Submit proposals for modernizing the laboratories, computer center, sports facilities, etc with the input from HoDs.
- Monitor and guide the faculty coordinators to organize the co-curricular and extra-curricular activities for students.
- Coordinate for the details of relevant documents required for the approval of AICTE, UGC and University affiliation.
- Be the Professor in-charge to coordinate with HoDs and Principal for NAAC, NBA and University related activities.
- Coordinate with HR dept for staff recruitment, salary policies, leave rules, performance appraisal requirements, stage movements and framing the Service Rules Book(BLUE BOOK)which will be reviewed and updated as needed.
- Recommend to the Secretary for appropriate actions required in branding the college in all respects.
- Coordinate academic relationship with Industries, Corporates, Universities within and outside the country.
- Formulate, co-ordinate and monitor the value added education and training activities.
- Co-ordinate with the Internal Quality Assurance Cell (IQAC) to ensure quality in teaching learning and evaluation processes.
- Organize and conduct strategic planning meetings.
- Be the registry for grievance redressal committee as prescribed by AICTE.
- Report to Secretary periodically.

Head of the Departments

Head of the Departments are responsible for

- Preparing department Goals, Objectives, Annual Plan
- Planning for department Budget (Recurring, Non-recurring, Maintenance, and Repairs and up-keeping)
- Analyzing students' result and implementing steps to improve the performance
- Faculty Planning (requirement for teaching and supporting staff)
- Planning and requesting for Infrastructure development of the department
- Networking and developing collaborative partnerships (in the country and abroad)
- Planning for in-house research activities and submitting/forwarding proposals to various funding agencies
- Planning and organizing conferences, seminars and workshops at the State, National and global levels.
- Planning for industry-academia partnerships for arranging Industrial visits, In-plant Training, Student Projects, Offering value added programmes, Guest lectures by experts and Faculty training in industry
- Planning for department review of the activities.
- Promote research and consultancy activities in the department.
- Recommending staff for higher studies, to attend training, seminar, conferences, workshops and exam duty and recommending leave / on duty.
- Receiving feedback from parents once in a semester and reporting for process measure during management review meeting.
- Arrange for, obtain and analyse feedbacks from students and devise steps for taking corrective actions.
- Recommending guest faculty, organizing workshops, Conference, Seminars.

Program Co-ordinator (PC)

- One Program Co-ordinator will be nominated for UG and another for PG
- Assisting HOD to enhance the academic standard as per the expectation of management
- Responsible for student's discipline(UG/PG)
- Ensuring that class and course committee meetings are coordinated and conducted as per college rules.
- Following up all the academic activities as per the regulations.
- Organizing parents meeting, as and when required, in consultation with HOD
- Ensuring the arrangements of guest lecture, Industrial Visit, Inplant training, workshops to the students
- Interfacing between students, FA and HoD for UG/PG

Faculty Advisor (FA)

- One Faculty Advisor will be identified for each Class
- Maintaining database and bio-data of students and submit the updated database to PC at the end of the semester.
- Recommending leave and on duty.

- Maintaining overall attendance of the students.
- Co-ordinate with department Coordinator (IIPC Cell) for industrial visits, Inplant training for students.
- Guiding and counselling the students of that batch
- Corresponding with parent: Absentees card, Progress card must be prepared, get approval by PC and sent to Principal's office for dispatch
- Sending letter/SMS to the parents of students, who are absent for CCET.
- Interfacing between students and Programme Coordinator for one batch.

IAP Co-ordinator

- To identify and cater to the training needs of students.
- To identify and nominate students for placement.
- To support and monitor Co-curricular activities.
    a) Internship
    b) Industry Attachment Program
    c) Industry Visit
    d) Industry related / assigned projects
    e) CIBIE
- To counsel & motivate students for better participation in Training, Placement and other initiatives taken by MCET.
- Maintenance of relevant data to ensure immediate access.

R & D Co-ordinator

- Single point of contact for various R&D related activities of the department.
- R&D meetings of various groups to be conducted at regular intervals in the department.
- Maintain minutes of regular group meetings of the departments and forward to R&D cell Regularly.
- Participation and guidance in formulation of research / project proposals.
- Maintain a database of research / projects proposals & various group formulations at the Department level and forward to R&D cell for central database.
- Seeking the assistance of R&D cell for central database.
- Facilitation of review of proposals at various stages for value addition by peers and experts.
- Facilitate submission of at least four research / project proposals for internal research funding and two research / project proposals for funding agencies from each research group in each academic year. In addition, ensure that the proposed SOP for project proposals is being followed.
- Participation in regular R&D cell meeting.
- Strengthen R&D cell activities by contributing to specific area of department, at cell level.

Mentors

- Guiding and counselling the students
- Following up on the mentoring activities
- Maintaining records of discussion with students.

- Recommending scholarship for deserving students
- Co-ordinating with department IIPC Co-ordinator for industrial visits, in plant training for students.
- Motivate and keep up the spirit of mentees

COE

- Preparing Academic Calendar in consulting with HoDs
- Planning, Conducting and monitoring internal assessment of all courses of all programmes.
- Preparing, Conducting and Monitoring the conduct of practical examinations
- Monitoring the conduct of end semester examinations
- Supervising the conduct of central valuation.
- Regulating processing of results, announcement of results, printing of grade sheets.
- Presentation of results to result passing board.
- Conducting question paper review board meeting.
- Addressing grievances of administration, faculty, staff and students on examination related issues.
- Conducting malpractice enquiry committee meetings.
- Appointing examiners, invigilators and other experts required for examination and related activities.
- Planning and execution of all developmental activities of office of CoE.

ACOE

- Execute all responsibilities of DCoE in case of non-availability of DCoE due to official / personal reasons
- Resources handling for Board of Studies, Academic Council, Standing Committee, Core Committee, Finance Committee and Result Passing Board Meeting etc.
- Plan and Execute the Academic Calendar, Agenda items, Curriculum and Syllabus of all courses of all programmes
- Time table preparation and Circulation
- Duty Allocation to Chief and Squad
- Collection of Answer key, Consolidated Feedback Report and Claim Forms
- Co-ordinate End Semester Examinations and Central Valuation
- Exam Cell Staff Meeting and Minutes
- Plan and Execute all developmental activities at Office of COE

OBE Co-ordinator

- Responsible for Industry Survey
- Provide necessary input and coordination to the department for Curriculum Redesign, Course design
- Responsible for formulating Instructional Strategies
- Responsible for Assessment and Validation
- Responsible for Outcomes' Measurement
- Shall follow the Improvement initiatives based on outcomes measurement (PDCA – Plan, Do, Check, Act)
- Hall Arrange meetings for the faculty towards OBE Orientation

Lab Incharge/ Staff Incharge for Lab Assistants

- Maintenance and up-keeping of equipment / machineries for total utility and traceability
- Suggesting for modernization with addition of latest equipments
- Planning for practical classes semester wise
- Planning work schedule for the lab assistant and supporting staff
- Maintaining the register of the machines/equipments/gadgets/software and database of approved suppliers
- Preparing and adhering to annual/semester wise budget (Including recurring and nonrecurring expenditure as per the approved budget)
- Ascertaining proper preventive and break down maintenance of equipments in the laboratory.
- Recommending for in-house/ external training to lab assistants
- Identifying industries for training of lab assistants
- Preserving Lab manuals and sample record note books maintaining students discipline and order in the Laboratory

Technical Assistants

- To assist the HoD for department and laboratory activities. To coordinate with Lab Assistant for Laboratory work.
- Updating of stock, based on receipt and issue of products.
- Maintaining and tracing of all lab resources (as applicable)
- Providing recommendations for the purchase of new equipmentsmachines, etc
- Assisting lab in charge in the compilation and distribution of lab manual
- Updating practical knowledge and skills so as to help students to execute practical exercises.
- Maintaining students discipline and order in the laboratory.
- Maintaining all lab records day to date

Lab Assistants

- Updating of stock, based on receipt and issue of products.
- Maintaining and tracing of all lab resources (as applicable)
- Providing recommendations for the purchase of new equipments/machines, etc
- Assisting lab in-charge in the compilation and distribution of lab manual
- Updating practical knowledge and skills so as to help students to execute practical exercises.
- Maintaining students discipline and order in the laboratory.
- Maintaining all lab records day to day

Department Administrative Assistants

- Assisting the HoD for day to day departmental administration activities.
- Maintaining department files
- Maintaining Department staff and student records
- Preparing &maintaining AICTE /NBA / NAAC records
- Preparing & maintaining data for Faculty Development Program / workshop etc

- Maintaining Staff Leave / Personnel files
- Maintaining Letter correspondence to others / internal communication files
- Maintaining Student / staff attendance
- Maintaining Staff TA/DA records

Office Assistants

- Day to day filing of all correspondence
- Internal communications / circulars are sent to others
- Assist the Department / Office in day to day activities
- Bank work / send day to day post-dispatch to Post Office
- Inward / outward posts are entered in the register and hand over to department wise.

Secretarial Assistants
- Maintaining department / office files
- Maintaining department staff and student records
- Preparing, maintaining and uploading AICTE web portal records NBA / NAAC records
- Maintaining Office / department correspondence / FDP / workshop etc
- Maintaining Accounts day book /Staff Leave / Personnel files
- Letter correspondence to others / internal communications files are maintained
- Student / staff attendance are maintained
- Staff TA/DA records are maintained

Coordinator& Head – IQAC

- Development and application of quality benchmarks
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement;
- Coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Librarian

- Discusses / counsels users towards identification of needs and solving issues if any.
- Making arrangements for Book purchase.
- Conducting Book Exhibition
- Academic / Industry membership
- Preparation of various reports viz., Anna University, AICTE, Monthly reports etc.,
- Library budget preparation and related activities
- Monitoring of Library Activities (Daily Issues, Daily Returns, Overnight Issues, Overdue Books, Fine Reports, Remittance& Receipts, User Entry and Usage, Reports, Attending User Queries)
- Involving in Accreditation Activity
- Monitoring collection of Question Papers and its utility & Question Bank
- Participating in Management Review Meeting

Physical Education Director

- Organizing the entire physical education activities.
- Preparing the calendar of events and submitting proposals.
- Maintenance of current list of College intramural committee.
- Conducting the intramural tournaments among the students and staff members.
- Maintenance of stock of sports goods.
- Issue of consumables for sports and games to students.
- Conducting the sports and games classes for the first year students.
- Conducting sports and games selection trials.
- Maintenance of schedule of various sports / athletics programmes.
- Organising intramural competitions.
- Maintenance of current college team list for different events.
- Initiation of action based on feedbacks.
- Preparing the college team to participate in the extramural tournaments.
- Sending the students participation attendance to the respective HODs for the purpose of extramural tournament participation.

CIBIE Coordinator

- Nurturing and supporting student innovations and business ideas to fructify into mature business propositions.
- Supporting new age Enterprises at the Campus by providing infrastructure and Incubation support.
- Linking with Mentors, Angel investors, Government agencies and passionate Entrepreneurs to support the "Start-ups".
- Creating opportunities for students in the campus from the Start-ups to kindle their entrepreneurial passion.
- Prepare report to the Principal and maintain documents

Deputy Manager (HR)

- Supervising the work allotted to the staff members of HR office as per the direction of Secretary / Principal
- Requirement analysis of staff members in each department /Institution.
- Faculty requirement processing includes releasing advertisement with approval from appropriate authority, creating application data base, , short listing of candidates, formation of interview committee, and issuing of appointment order and prepared service bond.
- Giving input for pay bill preparation through proper channel
- Making rules, policy and procedures for staff leave / on duty, Welfare measures, entering in service book, encashment of earned leave.
- Ensuring the proper maintenance of personnel records of all staff members
- Schedule and arrange for conducting appraisal
- Fixation of Increments
- Maintaining the data base and salary details of faculty & Supporting staff members
- Arranging and Recommending the Uniform, Blazer, shoes for staff members
- Maintaining and updating of all personnel files and Service Register Books
- Higher studies – approval from appropriate authority and issuing necessary orders and higher studies bond prepared for the staff members concerned.
- Maintaining and updating the details of Higher studies of staff members as per the norms
- Giving Inputs for NAAC / Universities/NBA/AICTE
- Maintaining of bio-metric attendance of staff members and reporting to Administrative team and HoDs.
- Preparing, processing and maintaining the Chairman note on staff Appointment, Resignation, Increments and Probation declaration
- Maintaining the Faculty Development Program records/ industrial /institutional visits.
- Ensuring the proper maintenance of all staff records as per the statutory norms (ie., EPF, Gratuity, Mediclaim, Mediguard, etc)
- Preparation of Annual budget and submission to the admin team.

Deputy Manager (Admin)

- Supervising the works allotted as per the direction of the Principal to the members of office Staff.
- Assisting the Principal at the time of admission of student, selection of staff and preparation of budget proposals.
- Arranging for purchase of equipments, consumables as per proposals approved by the Secretary.
- Ensuring the proper maintenance of students and staff records.
- Executing disbursal of staff salary with proper maintenance of records.
- Making arrangements for convening of Governing Council.
- Ensuring prompt service by members of office staff to teaching staff, non-teaching staff and students.
- Prepare, organize and submit records for auditing.
- Ensuring proper guidance to parents of students visiting the College by giving relevant information as required

- Interlinking between the communication of all departments and Principal
- Verifying and ensuring that entry of all records and documents are routed through office
- Submitting report to the Principal on the actions to be taken in respect of pending works.

Placement Officer

- Works closely with Industry to identify requirements
- Relationship building
- Identify potential organizations for campus drives
- Organizes Campus drives (On / Off / Pooled)
- Preparing reports & maintaining of documents
- Maintaining copy of offer letters

Head – Training and Talent Development

- Plan training needs of students based on the industry expectations and feedback received from Industry
- Foresee skill requirements in the industry and roll-out training programs in advance
- Work with other Skill Development authorities to organize exclusive trainings
- Create learning opportunities for students in the areas like Technical, Technology, Soft Skills, Other Learning opportunities
- Coordinate with Placement Team & Departments for training planning, execution and analysis
- Design a Competency framework

Infrastructure Co-ordinator

- Shall maintain all the infrastructure details like Equipment, Computers, Printers, Furniture etc.
- Shall maintain the details of Laboratory, class room, tutorial rooms etc as per the AICTE, Anna University, NBA, UGC norms.
- Ensuring the proper operation of all equipments, gadgets, Fan, Lights etc.
- Responsible for keeping appropriate Display boards, Sign boards in the departments upto date.
- All the infrastructure requirements should be processed by Infrastructure Co-ordinator in consultation with HoD.

Budget Co-ordinator

- Preparing Annual budget of the department.
- Ensuring the Utilization of the budget in all respects.
- Maintain the records for purchases/ other expenditures.
- Prepare and submitting the budget utilization report for each semester.

Coordinating Team Member

- To maintain eligible students list within the department.
- Be a SPoC for Training & Placement Team

- Communicate & Coordinate the department for training, placement drive and various other initiatives

Teaching Assistant

- Assisting the faculty member in handling tutorial/ Laboratory classes and Preparing research Proposal
- Supporting for maintenance of academic documents in the department
- Developing experiment modules helpful for lab teaching
- Execution support for In-house funded project.

Engineer/ Civil

- Engineer – Civil is responsible for maintenance of all civil works, building plans, approvals, Constructions, campus map, Environmental license, Fire license, housekeeping, sanitary arrangements etc and maintaining records.

Engineer/Electrical

- Engineer-Electrical is responsible for maintenance of all electrical works like, Electrical License, Genset, Fire Extinguisher, fire fighting, HT Line etc, and possessing B & C licenses etc.

Engineer/Transport

- Engineer Transport is responsible for all vehicles and maintenance bus route map, RC books, Name of the Driver, First Aid Training certificate received from all drivers, Route permit, first Aid boxes, Vehicle maintenance, Log book, and ensuring Fuel efficiency etc.,

Head –IteS

- He shall coordinate with ITeS division for the IT infrastructure needs as the Institute grows and submit the requirements to the Secretary. He shall also follow the installation and maintenance of the same.

C) Recruitment Process : (Both Teaching & Supporting staff):

The recruitment and selection process is paramount, in order to recruit staff with the necessary skills and attributes to enable to the institution to fulfil its aims and objectives.

- To recruit staff with the appropriate skills, both teaching and non-teaching, in order to meet the Institution current and future needs.
- To ensure that staff appointed to post involving teaching responsibilities are qualified to carry out such duties or are working towards an appropriate qualifications.

Salaries and allowances

- AICTE guidelines shall be followed for pay fixation in general.
- The management reserves the right to offer special pay to deserving employees.
- The allowances shall be decided by the management on case to case basis.
- For travelling and DA,TN state government rules shall be used as guideline if MCET rules have not been framed.
- In the matters of medical insurance, the employees shall be governed by Regulations/procedures as may be decided by the management from time to time.

D) Guidelines for Career Advancement

Essential Minimum requirement

Assistant Professor:

BE./B.Tech and ME/M.Tech in the relevant branch with I class either in BE/B.Tech or in M.E /M.Tech or MA/MSc and M.Phil with I class or equivalent qualification as per AICTE.

Assistant Professor (SS):

Minimum 5 Years of experience after M.E /M.Tech and must have registered and obtained confirmation for PhD programme or Minimum 10 Years of experience with Ph.D after M.A/M.Sc and M.Phil as Assistant Professor. Significant Contribution in Research Publication, Student Development and Institution development.

Assistant Professor (SG):

PhD in the relevant field with minimum 10 years of teaching experience after ME/M.Tech out of which 5 years as Assistant Professor(SS) or equivalent industry experience or PhD in the relevant field with minimum 15 years of teaching experience after MA/M.Sc /M.Phil out of which 10 years as Assistant Professor(SS). At least 2 research publications in refereed journals in the previous three years and Significant Contribution in Research Publication, Student Development and Institution development are desirable.

Associate Professor:

PhD in the relevant field with minimum 10 years of teaching experience after ME/M.Tech out of which 2 years post PhD experience (relaxation may be considered by the selection committee for outstanding candidates) or equivalent industry experience or PhD in the relevant field with minimum 15 years of teaching experience after MA/M.Sc /M.Phil out of which 5 years as Assistant Professor (SG). At least 3 research publications in refereed journals in the previous three years and Significant Contribution in Research Publication, Student Development and Institution development are desirable.

Professor:

PhD in the relevant field with minimum 13 years of teaching experience after ME/M.Tech out of which 5 years after PhD as an associate professor or equivalent industry experience or PhD in the relevant field with minimum 15 years of teaching experience after MA/M.Sc /M.Phil out of which 10 years after Ph.D as an associate professor. At least 3 research publications in refereed journals in the previous three years and Significant Contribution in Research Publication, Student Development and Institution development are desirable.

Additional Contribution expected from each cadre

Professor:

- 3 papers in SCI Journals in the past 3 years (as first or second author)
- One external funded / Consultancy project for last three years
- Two PhDs guided as a Principal supervisor

- One Academic outreach activity
- New experiments and computational design projects developed
- Number of patents obtained / Text book published
- Significant support to institute development

Associate Professor:

- 3 papers in SCI Journal in last three years (as first or second author)
- One PhD guided as Principal Supervisor in last three years
- One External Funded Project/ Consultancy/ Three Research Proposals submitted in last three years as Principal Investigator
- At least one Academic Outreach activity in last three years
- One new experiment /computational design model developed
- One FDP/ Workshop/ Seminar/ per year to be organised as a convenor
- Significant support to department / institute development

Assistant professor (SG) / (SS):

- 2 papers in SCI Journal in last three years
- One Academic Outreach activity per year
- Visits industries for collaboration
- One FDP/ Workshop/ Seminar/ to be organised per year as a convenor or co convenor
- Significant support to department / institute development

Assistant professor

- One Paper in SCI Journal in the past three years
- One FDP /Seminar/ Workshop to be attended per year after probation
- Three FDP/ Workshop/Seminar to be organised as a Organizing Committee Member per year
- Significant contribution towards department development

GUIDELINES FOR PERFORMANCE APPRAISAL

As per AICTE/Anna University guidelines Faculty's Self-Assessment, Academic performance scores are projected, for teaching related activities, subject knowledge, examination and evaluation, contribution to innovative teaching & learning process etc. The faculty will get promotion after 5 years of service, their performance will be evaluated in every year through Faculty Performance Appraisal, feedback from the students, Hod and Principal. The Performance appraisal is in four categories as per the cadre level. The formats for Assistant Professors, Assistant Professor (SS), and Assistant Professor (SG) / Associate Professors and supporting staffs are separate for the evaluation as ideal.

The following are the criteria for performance appraisal of faculty members:

1) Academic Performance : Details of courses handled during the year / Semester, Students' Project handled, Teaching Practice etc.,
2) Details of paper published,
3) FDP Activities / Programme Organized.

4) Support to Industry – Institute partnership
5) Contribution towards department / institution development
6) Extra-Curricular & Co-curricular activities
7) Contribution towards value based education
8) Sponsored R & D Projects carried out
9) Guidance of Ph.D scholars and
10) Any other Achievements

The Performance Appraisal Committee reviews the performance of every faculty member. Based on the committee recommendation, the faculty members may be elevated to next level.

Probation

- Appointment of all employees will ordinarily, be made on probation for a period ranging two years. A Performance Appraisal committee is constituted for staff members (Both Teaching &Supporting) to scrutinize their performance and submit their report to the Admin Team. Based on the report, probation will be declared. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time.

- The Admin Team shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may be terminable on a month's notice or on payment of a month's salary thereof.

Guidelines for Ph.D

Norms for Guide / Supervisor for part time Ph.D Admissions

- Ph.D Supervision in a privately owned deemed University will not be encouraged
- A PhD supervisor working in MCET can only induct the candidates who are recommended by the research review committee.
- A PhD supervisor working in MCET is preferred to guide maximum of 4 research scholars (2 internal and 2 external) at a time. However based on the written request from the PhD supervisor, the research review committee may permit the supervisor to guide 2 more candidates (over and above the 4 scholars).
- In an academic year, a PhD supervisor can induct maximum of two research scholars only.
- If an external candidate wants to utilize any infrastructure facility of MCET, they should get prior permission from Principal of MCET in writing (from time-to-time) through the research supervisor and HoD of the research supervisor.
- PhD supervisors should instruct their external candidates to make entries in the attendance cum entry register during their visits and should periodically report the infrastructure utilization to the concerned HoDs.

General Norms for faculty members (Existing and New)

- Undergoing a Ph.D programme or higher studies cannot be cited as a reason to avoid any dept /college work assigned.
- Deputation of a faculty for the Faculty Development scheme under QIP (Quality Improvement Programme) scheme for financial support and sanction of leave for private affairs will be as per the circular No: MCET/HR-20/2014, Date:05.02.2014.
- Ph.D. Registration will preferably be made once in a year (JULY SESSION ONLY). In case there is a cancellation/re-registration a proper approval shall be obtained from the institution. Only one time is permitted for such cases.
- These guidelines are applicable even for the candidates who joined MCET after their PhD registration elsewhere.
- HoDs of the PhD supervisors are requested to maintain a permanent attendance cum entry register for external candidates' visits to MCET. The register should be submitted to Principal once in a semester. The register can have following details
- Name, affiliation and signature of the candidate and their supervisor.
- Date and duration (time-in and time-out) of visit.
- Purpose of the visit.
- Utilization details of the infrastructure resources of MCET (with prior permission from Principal of MCET in writing, from time-to-time)

Norms for applying part time Ph.D Admissions- External Candidates(Both from Academics and Industries)

- External candidates working in other academic institutions/industries should be a permanent employee and should have at least 3 years of experience, after master's degree.
- At any point of time, maximum of one external faculty per dept. from the same institution is permitted to do registration.
- Not more than two candidates from the same industry are permitted to apply for PhD at a time.

Norms for applying part time Ph.D Admissions- Internal Candidates

- A faculty member is eligible to register for Ph.D after probation.
- A faculty is permitted to do Ph.D at least Two years after the completion of their master's degree.
- The number of faculty members to be permitted to undergo Ph.D is given in the table

Intake in the department (UG programme & MCA)	No. of Candidates permitted to register for Ph.D per year
60	1
120	2
S&H dept.	1 each in Chemistry, Maths, Physics and English.

- At any point of time, only 50% of faculty strength is permitted to do part time Ph.D., simultaneously. (i.e. if 30 staff members are in the department, only 15 staff members are permitted to undergo simultaneously).

- Permission for Ph.D. admission will be given only on seniority basis of the concerned department. Ph.D admissions in a privately owned deemed University will not be encouraged.

Applicable for both Internal and External Candidates

- External and internal candidates satisfying the above mentioned criterions should submit the filled-in request form (available in our HR office) to principal of MCET. Short-listed candidates will be asked to present their research proposal to the research review committee. Faculty members recommended by the committee ONLY are permitted to apply for PhD, subject to the norms of the University

E) SERVICE RULES

Dress code and Identification

All the staff members shall enter the college at the designated entrances and shall wear their lanyard with identity card at all times inside the campus. All staff members shall follow the dress code inside the campus.

Men : Shirt tucked-in with shoes or full suit with tie during functions
Women : Full Saree with overcoat and cut shoes

Attendance Record

All staff members shall make their attendance entry in the biometric reader whenever entering and leaving the college premises including lunch time, break times. They shall also sign in the attendance register in the morning and evening sessions at their respective departments.

Working Hours

9:00 am to 5:00 pm shall be the working hours of the institution from Monday through Saturday as detailed below. All staff are expected to arrive to their office five minutes earlier and Lab Assistants, Secretarial Assistants, Office Assistants and Department Administrative Assistants are expected to arrive before 8.40 am and leave after 5.30pm. First Saturday of every month will be a holiday, unless otherwise specified.

Class Hours

Forenoon : 09:00 am to 12:40 pm
Lunch Break : 12:40 pm to 01:45 pm
Afternoon : 01:45 pm to 05:00 pm

Code of Conduct for faculty & staff

Every employee of the Institute , whether adhoc, temporary, contractual, part time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including, suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Principal shall initiate disciplinary proceedings for noncompliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

General Guidelines

1. Every employee shall maintain absolute integrity at all times and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee shall be courteous in his / her dealings with other members of the staff, students and members of the public.
3. An employee shall be required to observe the schedule hours of work, as maybe notified from time to time, during which he/she must be present at the place of his/her duty and is required to work effectively
4. Except for valid reasons and/or unforeseen contingencies no employee shall Absent himself/herself from duty without prior permission of the designated authority.
5. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should be a model and inspiration to the youth and other learners.
6. All employees are expected to behave according to the ideals of national Integration showing love, concern, respect to all without any discrimination Whatsoever of caste, religious or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict   disciplinary action including suspension and /or termination from service.
7. Every employee shall strive to instil in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all the students.
8. No employee shall leave college / work place except with the prior Permission of the designated authority
9. Employee should not participate in any unapproved association, active or passive. It will be viewed seriously.
10. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the institute's premises is strictly prohibited.
11. All correspondence addressed to an employee, goods, apparatus etc relating to the Institute's shall be the absolute property of the Institute and he/she shall, at anytime, deliver up the same to the Institute on demand and without claiming any lieu thereon.
12. An employee shall receive all correspondence sent to him/her by MCET and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the college.
13. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfilment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office or the duty assigned.
14. Respect the right and dignity of the student in expressing their opinion.

15. Dress code should be strictly followed as per the notification prescribed.
16. The staff members shall enter their attendance in biometric reader whenever entering and leaving the college premises.(Even leaving / entering between 9.00am to 5.00pm)

Communication to Press and Media

- No employee shall, except with the prior approval of the Admin Team participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- Provided that no such approval shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Criticism on the College

- Criticism of any kind in radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

Unauthorized communication of Information

- No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute.

Private Trade Employment

- No employee shall, except with the previous permission of the Secretary engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.
- Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the College.

Insolvency and Criminal Proceedings

- An employee shall so manage his/her private affairs as to avoid habitual Indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- An employee who gets involved in some criminal proceedings shall immediately inform the Principal through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

- An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the Governance Body of the Institute.

Vindication of acts and Character of Employees

- No employee shall, except with the previous sanction of the Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him/her in his/her private capacity.

Disciplinary Action/ Suspension

The Principal may place a member of the staff appointed at the Institute under suspension:

- Where a disciplinary proceeding against him is contemplated or is pending or
- Where a case against him in respect of any criminal offence is under investigation or trial.
- An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her and a date shall be fixed for the inquiry.
- Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defence. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defence. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal in consultation with the Secretary shall prepare a report of the inquiry regarding the findings of each charge.
- The Principal shall consider the findings of the inquiry and propose to the Secretary to impose a major penalty, a minor penalty or no-penalty at all The action taken by the Principal shall necessarily need to be ratified by the Secretary.

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:
1. Censure
2. Withholding of increments or promotion
3. Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
4. Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale
5. Compulsory retirement
6. Removal from service which shall not be a disqualification for future employment in the Institute
7. Dismissal from service which shall ordinarily be a disqualification for future employment in the Institute
8. Any other action proposed by Principal will be submitted to Secretary for finalization.

Leave Rules

a) Casual Leave (12 Days)

- Leave should be availed only when sanctioned. Availing leave without prior permission is not acceptable and may lead to loss of pay (LoP).
- Request for a leave will be considered or rejected depending upon the priority of work available at department/college.
- HOD/Principal will have every right to decline the request made for leave (in all categories).
- Leave letter shall be submitted to the department Head/ HOD i/c, Principal/Principal i/c at least a day before the need.
- In any circumstance (exception: medical ground of individual), oral information will not be entertained.
- HOD will sanction request for leave up to 2 days (only). Request beyond 2 days will be sanctioned by principal.
- Request beyond 5 days have to go to secretary for sanction. HOD will provide a consolidated weekly report of all staff who availed leave (with or without permission) to principal office by every Tuesday morning.
- Under extraordinary circumstances, those who are not able to inform in advance to avail leave, have to intimate to the HOD/ HOD i/c / Principal / Principal i/c within 48 hours of their inability to attend the official work over telephone at least. Failing which, the days will become LOP days.
- When a faculty / staff submit resignation, leaves of all categories, except causal leave in their account, will lapse.

b) Medical Leave

- Un-earned leave on medical grounds with medical certificates from the authorized medical officers shall be availed as follows:
- Every Permanent staff is eligible to avail 7 days of medical leave in an academic year for the first 5 years.
- Un-availed medical leave could be accumulated every year. From 6th year onwards, every permanent staff is eligible for 10 days per year.
- Medical certificate is to be attached along with leave letter.
- While re-joining duty, the fitness certificate from the Doctor (who provided the treatment) is to be attached along with joining report.
- If the staff member is not hospitalized, the medical leave cannot go beyond 15 days without any proper evidence.
- Extension of medical leave will be granted based on the compulsory submission of medical certificate to the Principal through HR office.

c) Vacation

Teaching staff (Permanent-after completion of probation)

a1) Every faculty member is eligible to avail 30 days vacation every year.

a2) In addition to vacation, 3 days will be credited every year as mandatory Earned Leave (i.e.1 day for 4 months of service)

a3) If a staff member does not utilize the vacation period which is a maximum of 2 weeks only, it will be credited as Earn leave to their account on the basis of 2:1,otherwise 3:1 ratio.

Supporting staff-after completion of probation

b1) Every supporting staff is eligible to avail 15 days vacation out of the 30 days every year.(remaining 15 days will be credited to their account on the basis of 2:1). In addition to vacation 3 days will be credited every year as mandatory Earned Leave (i.e 1 day for every months of service).

b2) A total of 11 days (3+8) will be credited to their Earned leave account every year. As per the vacation norms, no On-Duty is permitted during the declared vacation period.

In case the Anna University examinations are scheduled during our vacation period, faculty members may be permitted to avail On-Duty leave for examination purpose only. However the Special On-Duty may be permitted by the approval of administrative team for special case.

Both Teaching and Supporting staff (Probationer/ Temporary)

Teaching Staff:

- Within first 6 months of service, recess will not be given. After 6 months of Service 7 days will be given.
- First year of service after completion of probation, 14 days per year will be given as vacation.
- Second year of service after completion of probation, as per regular employee stated in a1 to a3 above.

Supporting staff:

- Within 6 months of service, recess will not be given. Above 6 months of service 7 days per year will be given as recess.
- First year of service after completion of probation 7 days will be given as vacation out of 14 days eligibility.
- Second year of service after completion of probation, as per regular employee stated in b1 & b2 above.

  a) No advance Earned leave will be permitted and staff members who are receiving consolidated pay are not eligible to avail Earned leave.
  b) Vacation period will be counted from the date of completion of probation only.
  c) No advance vacation leave will be permitted. However the advance vacation leave may be permitted by the approval of administrative team for special case.

d) Earned Leave

- EL is Applicable only for regular employees (both teaching & support).
- Earned leave could be availed minimum for a period of one day (only four times per academic year) provided that the staff completes all of his / her CL.
- Duration of Vacation period will be declared by the Principal from time to time. As a vacation staff, every 2 days of working during vacation will be considered as 1 day EL. Every individual will get 3 days EL credited to their account, even if they avail full vacation. EL can be accumulated.
- The Earned Leave should be maintained to a minimum balance of 9 days, above which 9 days of EL only can be surrendered (at any one time or in the month of June) for encashment.
- An individual can apply maximum of 10 days EL in a year. However leave exceeding the limitation of leave rules will be approved by secretary only.
- Earned Leave can be accumulated maximum of 180 days only beyond that it will be automatically lapsed.

e) Maternity Leave

- Those who have completed 5 years of regular employment in MCET can avail **30** days maternity leave with Pay.
- A female faculty is eligible to avail this benefit after 5 yrs of service for a maximum of 2 times.

f) Compensatory Leave

- HODs are empowered to assign duties during outside college working hours including holidays to complete certain department activities and sanction compensation leave.
- Compensation leave cannot be availed for more than two days at a time.
- Compensatory leave should be availed before the end of every semester (before reopening of next semester).

g) PhD On duty

- On-duty leave for Ph.D. Scholars may be granted as per the norms of the institution. This shall be applicable to a maximum of five years from the date of admission to PhD and also on duty will provided for another 2.5 years as extension period of their Ph.D., Programme. This leave cannot be accumulated.
- On-duty leave for PhD shall not exceed two days in a month.
- Attendance certificate for PhD work signed by the supervisor has to be produced every time.
- No OD will be given during declared vacation period.
- Half-yearly progress report issued by the guide should be submitted within 3 weeks on completion of every six months through HOD and the copy of the same will be maintained by the HOD.
- The PhD regulations are applicable even for the candidates who join MCET after their PhD registration elsewhere, if they want to continue their PhD.

On-duty Leave (OD) for attending Conference/Seminar/Workshop/STTP

a) **Regular Staff:** Staff can avail 21 days On Duty per year for the following purposes.

- Examination duty(University and selective autonomous Colleges)
- Conference/Seminar/Workshop
- Doctoral Committee Meetings
- Guest Lecture
- Board of Studies
- Convener/ Judges etc
- Visiting Industry for internship and for placement

b) **Probationary staff:** Staff can avail 14 days On Duty per year for the following purposes,

- Examination duty(University and selective autonomous Colleges)
- Conference/Seminar/Workshop
- Doctoral Committee Meeting
- Guest Lecture
- Board of Studies
- Convener/ Judges etc
- The staff those who are not eligible for valuation can opt for external invigilation duty.
- Staff who are eligible for valuation, it is mandatory for them to attend the valuation duty when assigned by the parent university. They need not go to external invigilation duty.
- Attending the valuation and external practical examination of Parent University by the staff is compulsory.

F) **Staff Welfare Schemes**

- Ph.D course work – the management provides 50% of salary, during full time course work period.
- Supporting staff are permitted for doing B.E., (Part Time) with full salary and 50% of the tuition fees have been paying by the management.
- MCET Staff Family Benefit Fund (SFBF) has been implemented for the staff from May 2005 onwards with the support of the Management.   The features of SFBF are:
- Rs.100/- is deducted every month from the salary of staff members. The same amount (Rs.100/-) is contributed by the management.
- Accidental demise, Rs. 25,000/- shall be paid to deceased member's family.
- Family members demise, Rs.5000/- shall be paid to meet funeral expenses.
- At the time of retirement or at the time of relieving from the responsibility total contribution amount will be returned(both staff and management contribution)

NIA Educational Institution Employees co-op Thrift & Credit Society (CP No.116).

- Thrift & Credit society has been implemented for the Staff members from July 2015 onwards with Tamilnadu Co-operative Thrift & Credit Society act.
- The aim of the society is to encourage the savings habit of the members.

- To sanction loan to the members for their needs at nominal interest.
- Eligibility: The staff members who have completed minimum 2 years of continuous service in our institution.
- The staff members who enrol their name in the society, must take minimum 1 share worth Rs.100/-
- Every month the members can subscribe either Rs.250, Rs.500,or Rs.1000/- as deposit.
- The maximum loan amount is either Rs.3 lakhs or 10 times of the take home salary whichever is less.
- The society should hold minimum 10% of the loan amount from the members.

Staff of MCET is covered by the group insurance and accident safety insurance and the premium is paid by the management.

1) Mediguard Insurance an amount of Rs.1,50,000/- can be claimed towards Staff Medical Expenses due to hospitalization from the M/s. Star Health Insurance.
2) Road Safety Insurance an amount of Rs.1,50,000/- per annum can be claimed towards Staff Medical Expenses due to hospitalization / On accidental death of staff an amount of Rs.2,00,000/- / For Out Patient Treatment an amount of Rs.2,000/- can be claimed from Star Health Insurance .
3) On accidental death of staff an amount of Rs.38,000/- can be claimed from EGI(Employees Group Insurance) LIC of India.
4) In case of death of staff members Rs.6,02,000/- can be claimed from E.P.F. (EDLI) Group Insurance.

Other Staff Welfare Activities

- Superannuation benefits of EPF, Family Pension Scheme for the staff members
- Gratuity Scheme – staff members who have completed 5 years of continuous service are eligible.
- Blazer – 50% of cost will be borne by the institution for the faculty.
- Provide overcoat to all female staff, 50% of cost will be borne by the institution
- Provide shoe once in 2 years, 50% cost of shoe or maximum Rs. 500/- whichever is less for Lab Assistants.
- Hygienic canteens are available for staff /Student.
- Provide Medical facilities to our staff / student and an in house doctor is available for medical aid
- Faculty Deputation for Training provided abroad / industry
- FDP Program sponsorship provided to Teaching / Non-Teaching staff
- Staff Quarters – Senior level staff members are permitted to occupy the quarters as per availability
- Bank Loan facilities – Our institution given the undertaking for the staff members who avail the loan from the Bank
- Travel Desk - Train, flight and bus tickets can be booked for students and staff members.
- The systems are available in the campus to enable effective communication for students / staff members (like Phone, Intercom, Internet Browsing, LAN, File Transfer Protocol (FTP),E-mail, CUG, Wi-fi, NIA staff Telephone directory etc.,)

Grievance Redressal

- In case of any grievances, the staff can represent the same to the Grievance Redressal Committee.

Termination / Resignation

The Admin Team shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.
The notice period for non-probationary staff is as under

- Principal(s), Deans and Director : 3 months
- Faculty members and lab staff: one month or end of semester whichever is later
- All other staff one month

The Admin Team shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof.

An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing.

In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Secretary without any notice or payment in lieu of notice.

Retirement

Every employee of the Institute shall retire on attaining an age as provided for by regulatory bodies like the AICTE and in force from time to time. Extension or reemployment may also be given according to such provisions, at the discretion of the Governing Council only, on such terms and conditions it deems fit.