

**Dr. N. Mahalingam**  
Founder Chairman

**Dr. M. Manickam**  
Chairman

**Mr. M. Hari Hara Sudhan**  
Correspondent

**Dr. C. Ramaswamy**  
Secretary

**Dr. P. Govindasamy**  
Principal

MCET/IQAC/NAAC/Criterion VI/6.2/6.2.2

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the following are the policies, administrative setup, service rules and procedures of the institution pertaining to the metric 6.2.2.

We hereby enclosed various policies and service rules of the institution for your kind reference.

  
Steering Committee Coordinator



  
PRINCIPAL  
Dr. Mahalingam College of  
Engineering and Technology  
Pollachi - 642 003.

**Dr.Mahalingam College of Engineering and Technology**  
(An Autonomous Institution)  
Pollachi – 642 003



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**STAFF HAND BOOK**

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**A CAMPUS WITH GLOBAL VISION**

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**From 2022 - 2023**

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**Dr.Mahalingam College of Engineering and Technology**  
(An Autonomous Institution)  
Pollachi - 642 003

### **Introduction about 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 span of 50 years NIA has ventured into many verticals. It 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 Trade and Industry, the industrial genius has been recognized by Government of India and was conferred with Padma Bhushan 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 and affiliated to Anna University Chennai. The college has been conferred with A++ Grade in cycle 2 by the National Assessment and Accreditation Council (NAAC) with Grade point 3.53 out of 4. MCET offers 10 B.E/B.TECH courses including Mechanical Engineering, Automobile Engineering, Civil Engineering, Computer Science & Engineering, Artificial Intelligence & Data Science, Computer Science & Engineering (Artificial Intelligence & Machine Learning), Computer Science & Engineering (Cyber Security), Information Technology, Electrical and Electronics Engineering and Electronics and Communication Engineering, 5 M.E programmes including Embedded System Technologies, CSE, CAD/CAM, Communication Systems, Structural Engineering and MCA and 5 research programmes in Mechanical, ECE, CSE, Civil and Physics are also being offered. All eligible UG Programmes have been accredited by NBA and 5 UG programmes are accredited thrice by NBA.

## Vision

“We develop globally competitive workforce and entrepreneurs”

## Mission

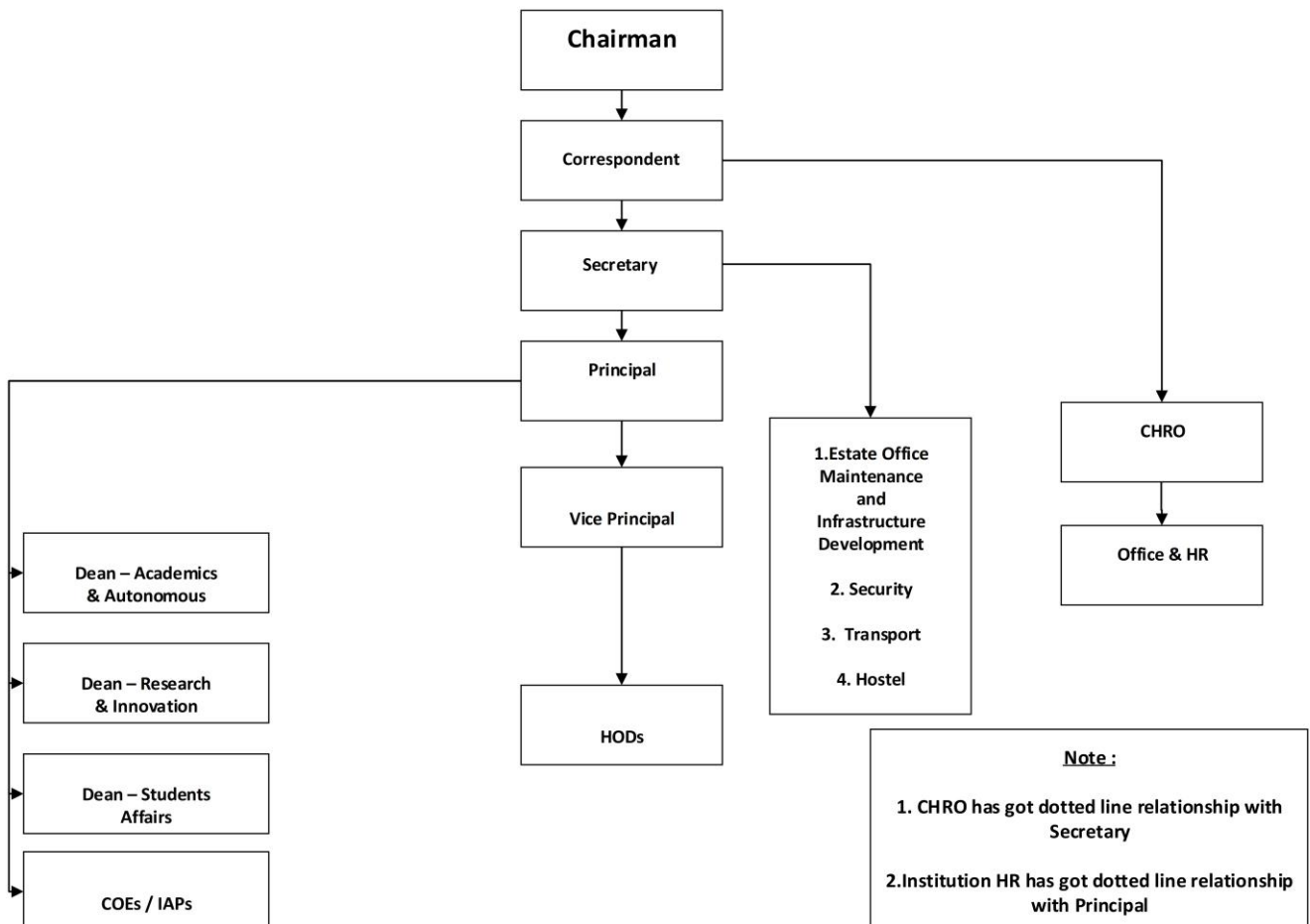
Dr.Mahalingam College of Engineering and Technology, Pollachi endeavours to impart high quality, competency based technical education in engineering and technology to the younger generation with the required skills and abilities to face the challenging needs of the industry around the globe. This institution 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

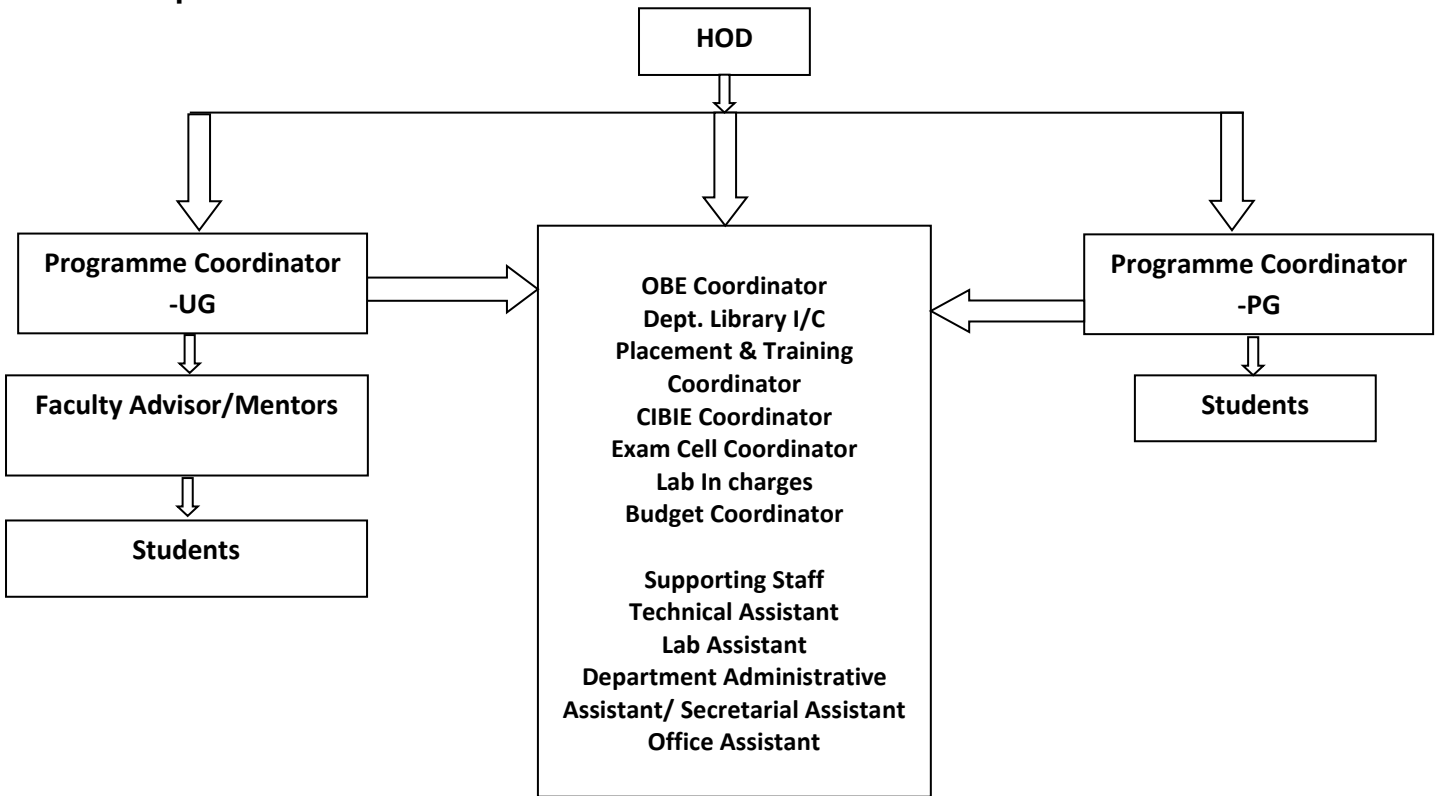
MCET is committed to impart high quality, competency based education in engineering and technology to the youth and members of the community with the required skills and ability to face the challenging needs of the industry around the globe with continual improvement in academic, co-curricular and extra-curricular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

### A) ORGANISATIONAL STRUCTURE

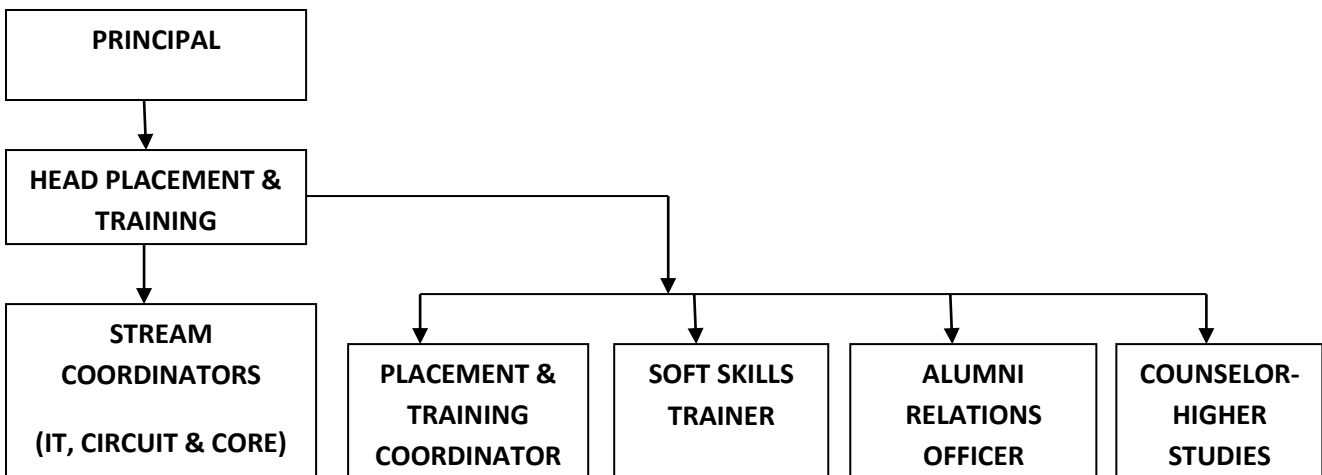
- Institutional level structure



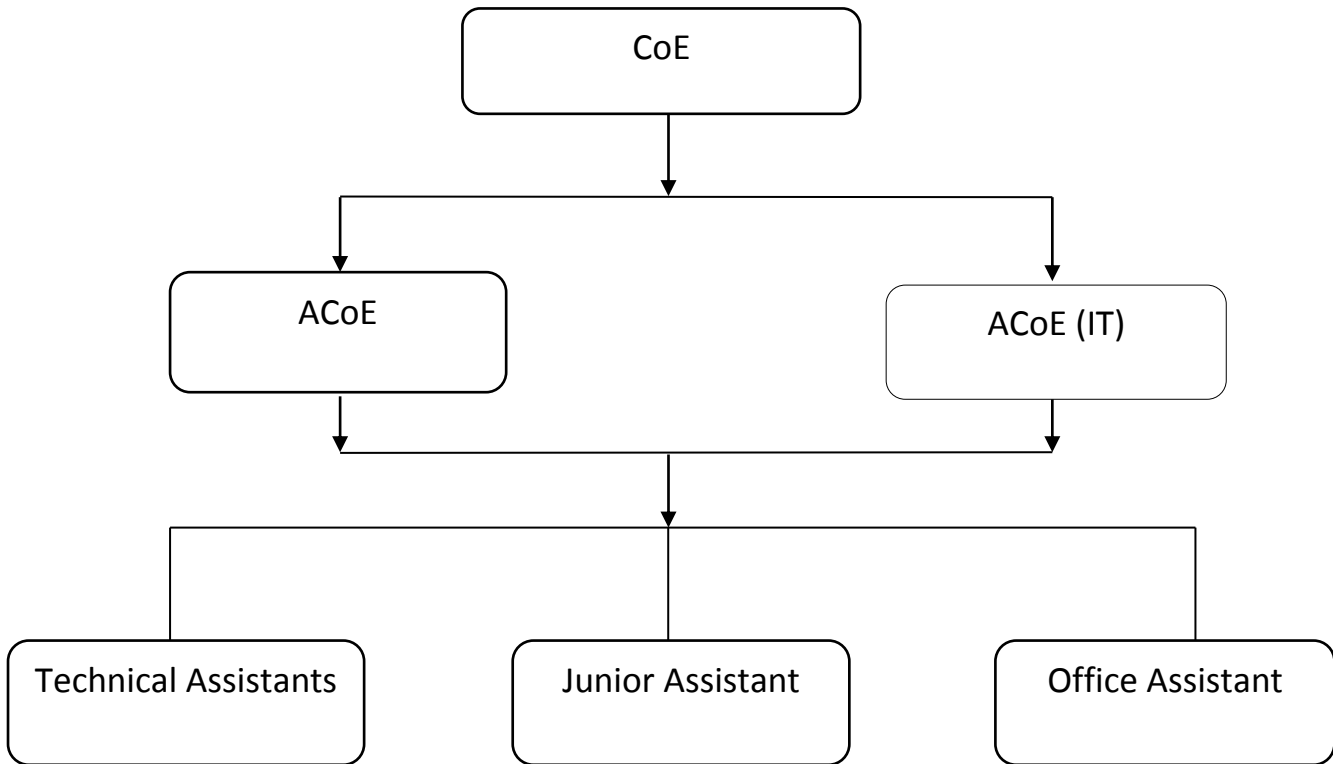
• Department level structure



• CPG Structure



- **Exam cell Organization Chart/ Structure**



## **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 is given below:

- To execute 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**

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

## Principal

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 its uniformity that they are in deployment.
- 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 by getting input from all heads of departments.
- Ascertain the requirements of human resources and infrastructure 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 Test (CCET), Model and End Semester 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 CCET, 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.
- Coordinate with HoDs 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 and when needed.
- Recommend to the Secretary for appropriate actions required in branding the college in all respects.
- Coordinate academic relationship with Industries, Corporates, and 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.

### **Vice Principal**

- Responsible to support Principal in strategic development initiatives in institutional, departmental and program levels for sustenance and growth.
- Responsible to support Principal in implementing usage of technology in teaching /learning wherever possible.
- Activity involve with connected stakeholders like students, parents, faculties, alumni to achieve academic excellence.
- Passionately promote values, ethics and cultural ethos of the founder /management, thereby ensuring the legacy of the campus.
- Continuously develop faculty, staff and student competencies based on gaps identified and future requirements.
- Actively network and liaison with statutory bodies to develop plans for sustenance, excellence and preparedness.
- Regularly monitor and benchmark institution process and ranking standards with regional, national and global levels, Also, initiate the required process for improvements if needed.
- Regular representation of institution at various regional, national and global forums for exchange and exposure to contemporary and futuristic learning spaces and practices.

### **Dean –Academics & Autonomous**

- To decide and launch of new academic programmes, up gradation of existing programming structure and course content based on the market demand.
- To prepare the academic almanac and plan the number of sections, batches for each theory and lab based on the intake and courses.
- To monitor the adherence of academic rules by all teaching faculty.
- To form effective Board of Studies (BoS) for each department in coordination with HoDs and monitor the periodical meetings and implement the recommendations given by the BoS in coordination with Vice Principal.
- To monitor the academic progress of the departments and providing feedbacks to HoDs.
- To monitor the functions of HoDs and teaching faculties.
- To approve the Internal Assessment marks for all students in all classes of both UG & PG.
- To monitor the students' feedback related to academics to improve the quality of teaching
- To monitor the faculty performance in results
- Ensures adherence to AICTE and Anna University maintaining in Autonomous status of the institution.

## **Dean –Research & Innovation**

- To prepare annual budget with activity planner pertaining to research and innovation.
- To formulate policies for the conduct of research and steps to maintain suitable standards.
- To create and maintain database regarding faculty expertise in research and innovation areas.
- To encourage, mentor and guide faculties in their research activities and publications.
- To plan the infrastructure and equipment required to conduct research or consultancy work.
- To provide leadership and guidance in identifying external funding for Research projects and submitting proposals to secure funds for Research.
- To provide leadership and support to Institution Innovation Council.
- To develop innovative designs primarily on the market demand with low-cost solutions and to nurture and advance the culture of design and innovation to attract and benefit to the end users.
- To ensure on time registration of Patent and IPRs for the research and innovations of MCET.
- To create and maintain the relevant records of research and innovations done.
- To recommend the course curriculum for research scholars in consultation with HoDs and research guides.

## **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, 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, obtain and analyse feedbacks from students and devise steps for taking corrective actions.
- Recommending guest faculty, Organizing workshops, Conferences, Seminars.

### **Program Co-ordinator (PC)**

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

### **Class Coordinator**

- One class coordinator will be identified for each Class.
- Maintain database and bio-data of students and submit the updated database to PC at the end of the semester.
- Recommend students leave and on duty.
- Maintain overall attendance of the students.
- Co-ordinate with department Coordinator (IIPC Cell) for industrial visits, Inplant training for students.
- Guide and counsel the students of that batch.
- Act as SPoC to Parents: Absentees card, Progress card must be prepared, get approval from PC and sent to Principal's office for dispatch.
- Send letter/SMS to the parents of students, who are absent for CCET.
- Interface between students and Programme Coordinator.

### **Mentors**

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

- Prepare Academic Calendar in consultation with HoDs.
- Plan, Conduct and monitor internal assessment of all courses of all programmes.
- Prepare, conduct and monitor the conduct of practical examinations.
- Monitor the conduct of end semester examinations.
- Supervise the conduct of central valuation.
- Regulate processing of results, announcement of results, printing of grade sheets.
- Presentation of results to result passing board.
- Conduct question paper review board meeting.
- Address grievances of administration, faculty, staff and students on examination related issues.
- Conduct malpractice enquiry committee meetings.
- Appoint examiners, invigilators and other experts required for examination and related activities.
- Plan and execute of all developmental activities of office of CoE.

## **ACoE**

- Execute all responsibilities of CoE in case of non-availability of CoE 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.
- Prepare & circulate time table.
- Allocate Chief and Squad duties.
- Collect Answer key, Consolidated Feedback Report and Claim Forms.
- Co-ordinate End Semester Examinations and Central Valuation.
- Compile CoE Office Staff Meeting & Minutes.
- Plan and execute all developmental activities at Office of CoE.

## **Lab Incharge**

- Maintenance and up-keep of equipment / machineries for total utility and traceability.
- Suggest for modernization through addition of latest equipment's.
- Plan for practical classes semester wise.
- Plan work schedule for the lab assistant and supporting staff.
- Maintain the register of the machines/equipments/gadgets/software and database of approved suppliers.
- Prepare and adhering to annual/semester wise budget (Including recurring and nonrecurring expenditure as per the approved budget).
- Ascertain proper preventive and break down maintenance of equipments in the laboratory.
- Recommend for in-house/ external training to lab assistants.
- Identify industries for training of lab assistants.
- Preserve Lab manuals and sample record note books, maintaining students discipline and order in the Laboratory.

## **Technical Assistants**

- Assist the HoD for department and laboratory activities.
- Coordinate with Lab Assistant for Laboratory work.
- Update of stock, based on receipt and issue of products.
- Maintain and tracing of all lab resources (as applicable).
- Provide recommendations for the purchase of new equipment, machines, etc
- Assist lab incharge in the compilation and distribution of lab manual.
- Update practical knowledge and skills so as to help students to execute practical exercises.
- Maintain students discipline and order in the laboratory.
- Maintain all lab records updated.

## **Lab Assistants**

- Update of stock, based on receipt and issue of products.
- Maintain and trace of all lab resources (as applicable).
- Provide recommendations for the purchase of new equipment's/machines, etc.,
- Assist lab in-charge in the compilation and distribution of lab manual.
- Update practical knowledge and skills so as to help students to execute practical exercises.
- Maintain students discipline and order in the laboratory.
- Maintain all lab records updated.

## **Department Administrative Assistants**

- Assist the HoD for day to day departmental administration activities.
- Maintain department files.
- Maintain Department staff and student records.
- Prepare & maintain AICTE /NBA / NAAC records.
- Prepare & maintain data for Faculty Development Program / workshop etc.,
- Maintain Staff Leave / Personnel files.
- Maintain Letter correspondence to others / internal communication files.
- Maintain Student / staff attendance.
- Maintain Staff TA/DA records.

## **Office Assistants**

- Day to day filing of all correspondence.
- Dissemination of Internal communications / circulars.
- 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 handed over department wise.

## **Secretarial Assistants**

- Maintain department / office files.
- Maintain department staff and student records.

- Prepare, maintain and upload AICTE web portal record. NBA / NAAC records.
- Maintain Office / department correspondence / FDP / workshop etc.,
- Maintain Accounts day book /Staff Leave / Personnel files.
- Maintain letter correspondence to others / internal communications files.
- Maintain Student / staff attendance.
- Maintain Staff TA/DA records.

### **Coordinator& Head – IQAC**

- Development and application of quality benchmarks.
- Facilitate 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 approval.
- Coordinating the application process for Affiliation, Approval, Accreditation and Ranking.

### **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.
- Monitor collection of Question Papers and its utility & Question Bank.
- Participate in Management Review Meeting.

## **Physical Education Director**

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

## **CIBIE Coordinator**

- Nurture and supporting student innovation and business ideas to fructify into mature business propositions.
- Support new age Enterprises at the Campus by providing infrastructure and Incubation support.
- Link with Mentors, Angel investors, Government agencies and passionate Entrepreneurs to support the "Start-ups".
- Create 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)**

- Supervise 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 preparing service bond.
- Give input for pay bill preparation through proper channel.
- Formation of rules, policy and procedures for staff leave / on duty, Welfare measures, entering details in service book, encashment of earned leave.
- Ensure the proper maintenance of personnel records of all staff members.
- Schedule and arrange for conducting performance appraisal for both Teaching and Non-Teaching staff.
- Fixation of Increments for staff.

- Maintain the data base and salary details of faculty & Supporting staff members.
- Execute disbursement of staff salary with proper maintenance of records.
- Arrange and recommend Uniform, Blazer, shoes for staff members.
- Maintain and update of all personnel files and Service Register Books.
- Higher studies – approval from appropriate authority and issuing necessary orders and higher studies bond preparation for the staff members concerned.
- Maintain and update the details of Higher studies of staff members as per the norms
- Giving Inputs for NAAC / University/NBA/AICTE approval.
- Maintain bio-metric attendance of staff members and reporting to Administrative team and HoDs.
- Prepare, process and maintain the Chairman note on staff Appointment, Resignation, Increments and Probation declaration.
- Maintain the Faculty Development Program records/ industrial /institutional visits.
- Ensure the proper maintenance of all staff records as per the statutory norms (ie., EPF, Gratuity, Mediclaim, Mediguard, etc).
- Preparation of Annual HR budget and submission to the admin team.

### **Deputy Manager (Admin)**

- Supervise the work allotted as per the direction of the Principal to the members of office Staff.
- Assist the Principal at the time of admission of student, selection of staff and preparation of budget proposals.
- Arrange for purchase of equipments, consumables as per proposals approved by the Secretary.
- Ensure the proper maintenance of students and staff records.
- Make arrangements for convening of Governing Council.
- Ensure prompt service by members of office staff to teaching staff, non-teaching staff and students.
- Prepare, organize and submit records for auditing.
- Ensure proper guidance to parents of students visiting the College by giving relevant information as required.
- Interlink between the communication of all departments and Principal.
- Verify and ensure that entry of all records and documents are routed through office.
- Submit report to the Principal on the actions to be taken in respect of pending works.

### **Head – Training and Placement**

- SPoC for T & P and industries network.
- Brand image in corporate sector.
- On & Off Campus Communication & Confirmation.
- Motivate & Monitor the trainers, feedback & reviews.
- Student Motivation & placement awareness program.



- Budget Plan.
- MIS for P & T.
- Developing Alumni relationship.
- Mentors Team development.
- Representing the Institute in HR Forums.

### **Stream –co-coordinators (IT, Core, Circuit, Civil)**

- Information sharing about companies Need & Process.
- Students Counselling, Registration & Motivation.
- Coordination for training, online test assessments & Mock Interviews.
- Parents meeting on placement process.
- Weekly presentation to P & T Head.
- Participating in Industrial forum meetings.
- Visiting Industries for placement connect.
- Creating Technical panels, technical test & organizing tech mock interviews.

### **Alumni Relations Officer**

- Establish and maintain an effective database of all past students.
- Handle all correspondence and routine queries from alumni.
- Developing an online community for alumni.
- Manage the alumni app and alumni association's social media accounts, and update these on a regular basis.
- Develop and oversee the production of a monthly alumni email newsletter.
- Plan and execute alumni events, including reunions, networking events and interactions
- Strengthen existing Alumni chapters and establish new ones.
- Explore scope for Placement and Internship related opportunities through Alumni
- Invite Alumni to various events organized by the Institution.
- Connect the Alumni community to current students for interactions.

### **Soft skills trainer**

- Training needs survey & analysis report in consultation with Head – P & T.
- Employability skills training.
- Mock GD practice.
- Mock Interviews.
- Weekly plan schedule and reporting to Head P & T.
- Coordination with the stream coordinators.
- Ensuring Quality training on Comm. & Coordinating panels for HR mock assessment interviews & Student's feedback.
- Coordinator for civil department Placement.

## **Placement & Training Coordinator**

- Collect the entire students' database and organizing them based on the companies criteria & eligibility requirement from time to time.
- As per the Directory Contacts on day to day basis sending the Campus Invitation template designed by the Head – P&T to the companies for inviting them for Placement drives.
- Coordinate with department level Training coordinators during the Training Sessions and preparing the weekly training status report.
- Proper Assistance to the Head – P & T for organizing the campus drive in a smooth way as per the expectations of the company HR team during their recruitment process.
- Co-ordination work for the logistics and travel and stay arrangements of the HR team.
- Proper verification of documents and sharing the student database with companies during the recruitment process and later for boarding process.
- Gather information from main coordinators and creating a weekly report about the events organized through CPG & Companies like webinars, coding contests and other online programs and on and off campus company details and students' participation and status.
- Keep the track record of students' registration for Internship program and data for Internship & Employment conversion.
- Responsible for maintenance of Budget for the department of Career Planning and Guidance & CIBIE.
- Settlement of Bills related to Training & Placement activities and maintaining proper records.

## **Counselor –Higher Studies**

- Provide Counseling and Guidance about the Competitive Exam & Higher studies abroad.
- Assist in identifying special needs students (GATE, GRE, GERMAN, Japanese, & UPSC) and in making referrals to special programs as necessary.
- Coordinate the foreign language classes (German & Japanese language) for the registered students during evening hours.
- Monitor the attendance, feedback, and progress of students who enrolled in various training classes related to Higher studies centres to improve student achievement in higher Studies & Competitive exam.
- Conduct UPSC & TNPSC training classes for the students during the evening hours.
- Coordinate with external consultants in fixing the class, fees collection, and maintaining a good relationship.
- Consult with parents regarding the performance and needs of the students.
- Maintain a document required for IQAC, NAAC, and NBA & AICTE.

### **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**

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

### **Teaching Assistant**

- Assist the faculty member in handling tutorial/ Laboratory classes and Preparing research Proposal.
- Support for maintenance of academic documents in the department.
- Develop 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 of 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 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's current and future needs.
- To ensure that staff appointed to posts involving teaching responsibilities are qualified to carry out such duties or are working towards an appropriate qualifications.

### D) 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 TA 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.

### E) Guidelines for Career Advancement

#### Essential Minimum requirement

##### I. Faculty of ENGINEERING:

##### Assistant Professor (SS) (Pay Band:Rs.15600-39100+AGP 7000)

A first class in both B.E/B.Tech & M.E./M.Tech. degree with appropriate field of specialization and minimum 5 years of teaching experience with Ph.D  
(or)

A first class in both B.E/B.Tech & M.E./M.Tech. degree with appropriate field of specialization and 7 years of total teaching experience along with minimum 3 years of MCET experience and registration for Ph.D. is mandatory.

##### Assistant Professor (SG) (Pay Band:Rs.15600-39100+AGP 8000)

Ph.D. in respective field of specialization from a reputed University with 10 Years of Teaching Experience after M.E./M.Tech.

##### Associate Professor (Pay Band:Rs.37400-67000 +AGP 9000) (Vacancy Positions only)

Ph.D. in respective field of specialization from a reputed University with 13 Years of Teaching Experience out of which 3 years is after Ph.D.

## **II. Science and Humanities (SLET/NET or Ph.D) is Mandatory**

### **Assistant Professor (SS) (Pay Band :Rs.15600-39100+AGP 7000)**

A first class M.Sc / M.A. degree and Ph.D in relevant field of study from reputed Universities with 10 years of total teaching experience in engineering college considering 50% of other college experience along with minimum 5 years of MCET experience is required.

(or)

A first class M.Sc / M.A degree with 10+ years of teaching experience exclusively at MCET and registration for Ph.D. is preferred.

(or)

A first class M.Sc / M.A degree with 15 years of teaching experience exclusively at MCET

### **Assistant Professor (SG) (Pay band :Rs.15600-39100+AGP 8000)**

A first class M.Sc / M.A. degree and Ph.D in relevant field of study from reputed Universities in relevant field of study is essential.

A total of 15 years of teaching/industry experience after M.Sc/M.A. degree, out of which, minimum of 5 years of service as AP(SS) is essential. At least 3 Research refereed publications after PhD is expected.

### **Associate Professor (Pay Band Rs.37400-67000+AGP 9000) (Vacancy Positions Only)**

A first class M.Sc / M.A. degree and Ph.D in relevant field of study is essential.

A minimum of 20 years of teaching experience out of which, minimum 5 years of service as AP (SG) and 5 years of experience after Ph.D are essential. At least 3 refereed publications after PhD are expected.

### **Additional Contribution expected from each cadre**

#### **Senior Professor:**

- 8 papers in Scopus / UGC – CARE / SCI Journals in the past 5 years (as first or second author).
- Two PhDs guided as a supervisor.
- One Academic outreach activity.
- New experiments and computational design projects developed.
- At least one patent obtained / Text book published.
- Significant support to institute development.

#### **Professor:**

- 6 papers in Scopus / UGC – CARE / SCI Journals in the past 3 years (as first or second author).
- Two PhDs guided as a 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 Scopus / UGC – CARE / SCI Journal in last three years (as first or second author).
- One PhD guided as 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 Scopus / UGC – CARE / 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 Scopus / UGC – CARE / 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 an 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 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.

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 Part time - 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 Ph.D supervisor working in MCET can only induct the candidates who are recommended by the research review committee.
- Ph.D supervisor working in MCET and Ph.D supervisor of MCET faculty working in other institution,
  1. Should preferably have 2 years of experience after completing their Ph.D.
  2. Should guide candidates based on domain expertise of the supervisor.

This should be duly verified by HoD of the PhD supervisor/scholar working in MCET and Principal of MCET.

- A PhD supervisor working in MCET is preferred to guide based on the guidelines given in the table:

Supervisor Designation	No. of Internal Scholars		No. of Full time External Scholars (Maximum)	Total No. of Scholars (Maximum)
	Part Time (Maximum)	Full Time (Maximum)		
Professor	6	3	3	9
Associate Professor	4	2	2	6
Assistant Professor	2	2	1	4

- In an academic year, a PhD supervisor can induct atmost 2 full time research scholar or 4 part time research scholar if Professor, 2 part time research scholar if Associate Professor or 1 part time research scholar if others. At any point in time, out of total number of candidate's at least 2/3<sup>rd</sup> should be Internal Scholars.
- In the case of change of Ph.D supervisor, the above mentioned norms should be strictly adhered.
- 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 HoDs concerned.

### **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.
- 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.
- The Internal faculty members should have either Supervisor/Joint-Supervisor from MCET. However, HoDs of the faculty concerned can recommend external supervision in case of non-feasibility of both Supervisor and/or Joint-Supervisor.
- 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
  - a. Name, affiliation and signature of the candidate and their supervisor.
  - b. Date and duration (time-in and time-out) of visit.
  - c. Purpose of the visit.
  - d. Utilization details of the infrastructure resources of MCET (with prior permission from Principal of MCET in writing, from time-to-time)Name, affiliation and signature of the candidate and their supervisor.

### **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.

- External Ph.D candidate can undertake maximum of 2 Course works per semester in MCET.
- Ph.D. Registration for external candidates will preferably be made once in a year (JULY SESSION ONLY).

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

- A faculty member is eligible to register for Ph.D after probation or 5 years of teaching/Industrial experience (out of which atleast one year of service in MCET).
- The number of faculty members to be permitted to undergo Ph.D is given in the table,

<b>Intake in the department (UG programme &amp; MCA)</b>	<b>No. of Candidates permitted to register for Ph.D per year</b>
<b>60</b>	<b>3</b>
<b>120</b>	<b>6</b>
<b>S&amp;H dept.</b>	<b>1 each in Chemistry, Physics and English 2 from maths</b>

- 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 department concerned. Ph.D admissions in a privately owned deemed university will not be encouraged.
- The faculty members of engineering departments working in MCET are permitted to do part time Ph.D only in recognized Technical universities.
- Ph.D admission by faculty member working in Engineering department of MCET, can be considered twice in a year (January and July session), in line with Anna University, Chennai.
- Ph.D candidate working in MCET who is undertaking coursework at other institutions should submit the details of course works for every semester to the Principal, MCET to get his approval.
- Faculty members working in engineering departments of MCET can register Ph.D either in Anna University or in top 25 NIRF ranked institutes from southern states of India (excluding private Deemed University) after meeting the requirements as per Sl.No.20. The faculty members working in S&H department can register Ph.D either in Anna University or in State owned University/Centrally funded university. The registration is open for twice in a year (January and July session), after approval from Head of the Institution.
- If a candidate has not cleared the admission process in the university during the current session,
  - (i) He/she can be given preference during the next immediate session.
  - (ii) He/she can apply after giving a break to the next immediate session.
  - (iii) HoDs may nominate one more candidate along with the failed candidate.

## **Norms for applying full time Ph.D Admissions**

- Candidates willing to join full time PhD programme in MCET should have first class degree in both UG and PG from state owned university/Centrally funded university with minimum CGPA of 7.5.
- There will be no stipend paid to the candidates for doing full time Ph.D in MCET.
- The candidate once registered for full time, cannot be converted to part time Ph.D. However if the candidate justifies with the valid reason, then he/she will be permitted to do part time Ph.D by the principal.
- The preference will be given to the candidate who published journal paper in reputed conference and journal.
- Ph.D. Registration for full time candidates can be considered twice in a year (January and July session), in line with Anna University, Chennai.

## **Applicable for both Internal and External Candidates**

- Both Internal and External candidates applying for PhD should have atleast one latest Scopus indexed journal publication relevant to the field of research (applicable from Jan 2021 session onwards).
- 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.
- Ph.D scholars should submit progress report every semester in the prescribed format to the Head of the Institution, duly forwarded by Ph.D supervisor and HoDs concerned. In addition to that faculty member must declare the status of their new admissions if any, in higher studies including Ph.D to Head of Institution through HoDs concerned once in 6 months.

## **F) 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 face recognition 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 04:30 pm** shall be the working hours of the institution from Monday through Saturday as detailed below. All staff are expected to arrive at 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 5.30 pm. First Saturday of every month will be a holiday, unless otherwise specified.

## **Class Hours**

Forenoon : 09:00 am to 01:00 pm

Lunch Break : 01:00 pm to 02:00 pm

Afternoon : 02:00 pm to 04:30 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 scheduled 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 during working hours 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 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 duly 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 prior 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.
- 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 give 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 has 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 6<sup>th</sup> 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 4 weeks' 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) All the staff members are encouraged to avail full vacation. Un utilised vacation, will be automatically lapsed.
- a4) If a staff member does not utilize the vacation period which is a maximum of 2 weeks only, it will be credited as Earned leave to their account on the basis of 2:1 only if the staff get prior approval from the Principal before availing vacation, otherwise it will be automatically lapsed.
- a5) . 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.

#### **Supporting staff-after completion of probation**

- b1) Every supporting staff is eligible to avail two weeks' vacation out of the four weeks every year. (Remaining 2 weeks 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.
- b2) A total of 10 days (3+7) will be credited to their Earned leave account every year.

#### **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, **21** 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.

#### **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 of EL in a year. However leave exceeding the limitation of leave rules will be approved by the 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) Ph.D 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 be provided for another 2.5 years as extension period of their Ph.D., Programme. This leave cannot be accumulated.
- On-duty leave for Ph.D shall not exceed two days in a month.
- Attendance certificate for Ph.D 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 Ph.D regulations are applicable even for the candidates who join MCET after their Ph.D registration elsewhere, if they want to continue their Ph.D.,

#### **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.

## **G) 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 will be paid 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. An equal amount (Rs.100/-) is contributed by the management.
- On 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 functioning 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.
- Loan shall be sanctioned 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/ss- as deposit.
- The maximum loan amount is either Rs.4 lakhs or 10 times of the take home salary whichever is less.
- While availing loan, the society shall hold minimum 10% of the loan amount as a share capital from the staff 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/ Permanent disability of staff an amount of Rs.4,00,000/- / For Out Patient Treatment an amount of Rs.2,000/- can be claimed from Star Health Insurance.
- 3) In case of 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.7,02,000/- can be claimed from E.P.F. (EDLI) Group Insurance.

## Other Facilities

- 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.
- 50% cost of blazer and female staff overcoat is borne by the Institution.
- Provide shoes once in 2 years, 50% cost of shoes 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.
- Undertaking is given by our Institution for the staff members who avail Bank Loan.
- Train, flight and bus tickets can be booked for students and staff members through NIA Travel Desk.
- Facilities 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 grievance, the staff can represent the same to the Grievance Redressal Committee.

## Resignation / Termination

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 Regular Staff (Probation Completed) is three Months for All categories (Teaching and Non-Teaching)

The notice period for non-probationary staff is

- Principal(s), Deans and Director : 3 months
- Faculty members and supporting 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.

### **Superannuation / 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.