

**HR POLICY**

**MEENAKSHI COLLEGE OF  
ENGINEERING**



**No-12, Vembuliamman  
Koil Street, West K.K  
Nagar, Chennai - 600  
078.**

## **MCE College of Engineering-Service and Conduct Guidelines**

### **General**

(a) These guidelines will be known as the "MCE College of Engineering-Service and Conduct Guidelines," and they will go into effect in August 2010. All earlier regulations are superseded by these ones.

(b) All employee categories (teaching and support staff members) are subject to these regulations.

### **Definition:**

(a) MCE College of Engineering, Chennai is referred to as the "College."

(b) Brahma Narayana Educational & Charitable Trust, Chennai is referred to as the "Trust."

(c) A "educating post" is defined as a position with a set salary scale or consolidated pay that is approved for an indefinite period of time and is part of the cadre of approved positions.

(d) A person assigned to a non-teaching position over which no other person has a lien is referred to as a "supporting staff member."

### **The HR policy covers in detail the following Roles and Responsibility**

#### **Principal**

- Oversees all administrative and academic tasks that adhere to the requirements set forth by the Tamil Nadu government, Anna University, and AICTE.
- Follows the policies set forth by the affiliated university, Anna University, when conducting all UG, PG, and Ph.D. programs. It is not permitted to conduct any other programs.
- Designates faculty members in accordance with AICTE and affiliated university (Anna University) guidelines.
- Serves as the hostel's ladies' and men's warden.
- Keeps an eye on admissions, holds regular class sessions, works with the placement director

to plan placement activities, fosters industry institute interaction, organizes R&D activities, arranges staff and outside organizations for R&D and consulting, and upholds discipline among students and staff.

### **Head of the Department (HOD)**

- Manages the daily tasks associated with teaching and the workloads of both teaching and non-teaching personnel.
- Provides the Principal with reports on all departmental needs, including faculty, support staff, equipment, books and journals, maintenance, etc.

During weekly/fortnightly meetings, the department representative will report to the principal on all requirements and shortcomings related to the department's development and proper operation.

- Handles issues with research and development, consulting, and research publications.
- Plans conferences, workshops, seminars, guest lectures, and extension lectures, among other events.
- In charge of enlisting the support of the faculty member for various research funding.
- In charge of creative initiatives, including working with various businesses, universities, and other organizations.
- In charge of the student proctoring system.

### **Teaching Faculty**

- Effective classroom instruction, academic advising and student counseling, involvement in department committee work, ongoing curriculum development through assessment, applied research or scholarly activity, service, such as supporting programs aimed at assisting students

in succeeding academically, and other assigned duties are among the primary responsibilities of faculty members.

### **Administrative Officer**

- Manages student scholarships, including S.C., S.T. M.B.C., and first graduate scholarships.
- Keeps track of faculty members' leaves, including authorization, vacation, on-duty time, and informal leave.

serves as the coordinator for all tasks pertaining to the College's upkeep.

- Manages the College's external and institutional HR policies.
- Conducts interviews with the help of the college's selection committee in accordance with the HOD's directives.
- Handles all admission approval processes and face-to-face correspondence with universities.

### **Accounts Officer**

- Maintains track of all financial transactions, including those involving admissions, semesters, hostel costs, etc.
- Maintains a record of every financial transaction pertaining to purchases, repairs, and upkeep.
- Pays employees of the College their salary.
- Prepares the yearly report and obtains an audit.
- Negotiates loan terms and other terms with banks and other financial institutions.
- Will be in charge of completing annual returns.

### **Placement Officer**

- In charge of all matters pertaining to the student's placement.
- Works with the industries to arrange for the students to receive vocational training courses.
- Plans student educational trips, industry visits, workshops, seminars, and guest lectures.

- Arranges for the various industries to interview outstanding students both on and off campus in order to fill positions that would be a good fit for their businesses.
- In charge of liaising with various industries to ensure that EDPs operate

### **System Manager**

- Oversees all computer system and networking-related operations.
- Manages the upkeep and repair of computer networks and systems.
- Creates a schedule for giving everyone in need of computer assistance.
- Whenever necessary, make arrangements for an Internet connection to be available.
- Sets up computer refresher and training sessions for staff members to keep their expertise up to date.
- Creates a user-friendly e-institution and e-learning concept in collaboration with a faculty member and guardian.
- Updates and maintains the website for the college.

### **TEACHING STAFF MEMBERS**

Experience within the Institute Summer Vacation Winter Vacation One year completed 04 weeks 01 week Six months completed 02 weeks NIL

### **NON-TEACHING STAFF MEMBERS**

Experience within the Institute Summer Vacation Winter Vacation

One year completed 02 weeks NIL Six months completed 01 week NIL

(a) Non-Teaching Staff Members are not eligible for winter vacation.

(b) The vacation shall start on any day of the week except Monday, but the last day of the vacation shall not fall on Fridays, Saturdays, and Sundays.

- (c) Un-availed summer / winter Vacation cannot be combined.
- (d) Also, surrendering of vacation period for “claim of salary” is not allowed. Staff Members must submit a joining report to the Principal on the next day of completion of vacation.
- (e) Staff Members shall be permitted to attend Central Valuation duty only during vacation period.
- (f) The period of Examination duty spent during vacation will be treated as vacation and not as OD.

### **ON DUTY**

- (i) Teaching Staff Members shall be permitted to avail ON DUTY for a maximum ten days for university examination obligations and five days during the academic year for attending workshops, conferences, symposiums, seminars, and other events. Only with the previous consent of the Principal, who is the Head of the Institution, may ON DUTY be utilized.
- (ii) Teaching Staff Members who are assigned to "Other Duty" with a defined purpose must, without fail, turn in a thorough report to the Principal the following day outlining their assignment.
- (iii) Staff members who are performing "Other Duty" with the principal's agreement must present the "Attendance Certificate" as soon as possible on the day they begin working after receiving "OD."
- (iv) While employed by the institution, staff members are allowed to study a part-time Higher Graduation program.

## **Conduct and Discipline**

Any staff members and students who have good cause may be subject to necessary disciplinary action by the Management/Trust. When this occurs, a formal investigation will be carried out, and the findings of the investigation may be used to impose penalties—such as stopping promotions or increments, terminating employment, or other measures—when and wherever they are needed.

## **Awards / Incentives for Staff Members:**

Certificates of recognition will be given to employees who stay on staff at the institution for a continuous period of ten or fifteen years. Staff performance reviews will be tracked based on their contributions to teaching, research, and administration.

## **Research and Development Activities by the Staff to promote research in the Institution**

- Employees are expected to conduct research in accordance with the institution's R&D Policy and to support research solely in the engineering sector.
- Employees are permitted to pursue Ph.D. coursework through the institution's accredited research center, which is also affiliated with Anna University. For employees with more than three years of experience, there is no registration charge; for others, only 50% of the fee must be paid.

## **Librarian**

- In charge of the library's general management.
- Creates a periodic requirement of books and journals for students and faculty members.
- Keeps records of books, journals, periodicals, newspapers, CDs, and library resources.
- In charge of keeping all teaching aids and electronic journals up to date and maintained.

- Maintains track of library materials and reports any inconsistencies to the principal.
- Plans a recurring inventory of the library's holdings.

### **Physical Education Director**

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

### **Workshop Superintendent**

- Arranges all the machines/equipment required in the workshops.
- Responsible for repair and maintenance of all the machines and equipments in the workshops.
- Makes schedule for different groups of students for practice in their respective workshops.
- Responsible for maintenance of laboratories.
- Reports to Principal/HOD regarding damage/breakdown of machines/equipments.
- Responsible for safety measures and teaching / non-teaching staff.

### **Transport Manager**

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.
- Arranges for an agreement with Transport Company for additional buses if required.
- Arranges for the transport for the students and staff for any educational tour, visit for sports



competitions, etc.

- Responsible for time management of buses.

### **Hostel Warden**

- In charge of assigning students to rooms.
- In charge of hostel maintenance.
- Maintains the standard of the meals provided in the dorms.
- Maintains tight control on students entering and leaving the hostels.
- Notifies the principal of any student misconduct or lack of discipline.
- Investigates student issues and complaints, if they are deemed valid.
- Makes plans for First Aid in the event of an emergency and plans for staff and students to be hospitalized.

### **Store Incharge**

- Oversees and inspects the operation of the shops and ensures that the quantity and value of the accounts are maintained correctly.
- Creates estimates for the institute's many proposed and completed civil, electrical, mechanical, and sanitary projects.
- Through committees properly established for the purpose, invites and opens quotations pertaining to the estate office; evaluates/recommends the tenders for acceptance/rejection with appropriate rationale and notes.

### **Security Officer**

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors Material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.

- Issues the Visitor ID and collects the required data from the visitor.
- Ensures the Contract laborers wear Contract badge during working hours within the campus.

### **Technical Staff**

- Takes care of consumables, maintains and assists in conduction of the lab.
- Maintains the cleanliness inside the lab and executes the safety norms.
- Maintains the stock register.

### **Supporting Staff**

- Performs the duty assigned by the estate officer.
- Helps to maintain the eco-friendly environment of the institution.

### **Electrician/ Plumber**

- Takes care of all the electrical connection and maintain the safety of the campus.
- Looks after the incessant water supply.

### **Attenders**

- Extends their assistance to HODs in the departmental activities as per the superior's instruction.

### **Office Staff**

- Works under the direct supervision of the Administrative Officer and executes the work.

**Recruitment and Exit Policy Mode of Selection:**

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

**Termination of Service/Resignation:**

(a) The appointing authority may decide to terminate an employee's services if it believes that the employee's infirmity has affected their efficiency and that their continued employment is not desirable.

(b) No College employee may leave their position in the middle of the semester. Every semester, the HOI will establish a deadline that the management has set for employees who have chosen to step down to submit their resignations and be relieved of their duties within a month.

(c) The appointing authority shall specify in the appointment letter the other terms and conditions as well as the roles and responsibilities of such employment.

**Promotion, Break of service and Retirement**

(a) Teaching faculty members' retirement age shall comply with AICTE norms. The retirement age of non-teaching staff members shall be determined by the Management/Trust or in accordance with the rules of the State Government.

(b) A faculty member may take a break from service for no more than a year; if the break lasts longer than a year, the faculty member must reappear for an interview and resume their duties.

(c) Faculty resignations and leaves without warning during a semester are strictly prohibited.

(d) In accordance with AICTE norms, eligible staff members receive promotions and increments upon successfully completing a year of service.

### **Leave**

(a) Employees are entitled to one day of paid casual leave for each month of service that is completed.

(b) Typically, such leave can only be taken with the Principal, or Head of the Institution's, prior approval.

(c) Applications for leaves of absence must be sent by 12 p.m. on the day before or on the day the leave is to be taken to the Principal, the head of the institution.

(d) In an emergency, if a staff member cannot obtain prior approval for leave, they should call the head of the department in question to report their absence or leave, after adjusting their workload. Relevant supporting documents; otherwise, his/her absence will be treated as "Absent".

(e) CPL is given to Staff Members for carrying out the assigned works during Holidays.

### **Vacation**

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(i) The eligible period of vacation for Teaching Staff Members is as follows.

(ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

**Amenities**

- All Teaching and Non-Teaching Staff will be provided with Group which they shall claim during the period of time that the Management encourages faculty members to upgrade their knowledge and, in this context, undertakes to bear the cost of higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefiting from such academic qualification/training.