



**MEENAKSHI COLLEGE OF ENGINEERING**  
**No-12, Vembuli Amman Koil Street, West K.K Nagar,**  
**Chennai - 600 078**

**HUMAN RESOURCE POLICY**

**Staff Assessment and Recruitment:**

1. The Principal shall assess the staff required for the subsequent academic year in April every year.
2. Teaching and non-teaching staff requirement lists will be collected from the respective Heads of Departments by the Principal.
3. The Teacher-Student Ratio of 1:20 shall be maintained, and recruitment of Assistant Professors, Associate Professors, and Professors will be done accordingly.
4. A selection committee will be formulated for the recruitment process in each discipline, consisting of the HOD, one senior staff member, and department advisors/experts.

**Recruitment Process:**

1. The selection committee shall prepare a job description for the candidates to be recruited.
2. Candidate augmentation will be done in a ratio of 1:3 for every position to be filled, utilizing various sources including advertisements, campus recruitment, college mail, and unsolicited applications.
3. Walk-in interviews may be conducted at the discretion of the committee.
4. Shortlisting of candidates will be done through personal interviews, aptitude tests, including classroom demonstrations.
5. Finalized candidates' recommendations will be submitted to the Principal and Managing Director for interview and appointment decisions.
6. Offers of appointment will be released by the Managing Director.
7. Eligibility criteria for Assistant Professors, Associate Professors, and Professors will be based on educational qualifications and relevant experience in accordance with established norms.

**Orientation:**

1. New faculty members will receive an introduction about the college from the Principal on their joining day.

  
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- Only intermediate Saturdays, Sundays, and Public Holidays will be counted as part of the vacation leave.

**On Duty:**

- On-duty leave will be granted for various purposes including attending examinations, conferences, seminars, and participating in technical competitions.
- Faculty on duty must provide proof of attendance upon return.
- On-duty leave for higher studies will be provided when necessary.

**Permission:**

- Faculty and staff may avail two permissions of one-hour duration each per month, either at the beginning or end of the working day.

**Medical Leave:**

- Staff members can avail up to five days of medical leave with full pay, accompanied by a medical certificate for absences exceeding three days.

**Marriage Leave:**

- All faculty and staff members are entitled to 15 days of marriage leave with full pay during their service period.

**Career Advancement:**

- Ph.D. is the minimum eligibility criterion for advancement to the Associate Professor level and above.
- Faculty without Ph.D. can progress up to the Assistant Professor level.
- Selection processes for career advancement will follow the rules and regulations of Anna University.
- Periods spent on higher studies will be considered as experience for higher scale awards.

**Higher Studies:**

- Faculty members are sponsored for higher studies, with preference given to doctoral programs. A bond is required for repayment if the faculty member fails to fulfill the service commitment.

**Faculty Development Programs:**

- Faculty are encouraged to attend seminars, workshops, and conferences, with sponsorship provided for selected programs.
- Deputation to faculty development programs and courses will be based on career advancement requirements.

**Promotion of In-House Research and Development:**



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- All appointments will be made through open competition, with ad hoc appointments made in specific cases.
- The relieving notice period for faculties is three months, with no mid-academic session relieving allowed.

**Increments:**

- Increments are sanctioned based on satisfactory performance reports.
- Increments may be withheld for unsatisfactory conduct or work performance.

**Promotion Policy:**

- Promotions are based on merit and competence, subject to completion of the minimum qualifying period and other requirements such as academic performance, research work, and commitment to institution improvement.
- Promotion is based on merit cum seniority.

**Probation:**

- Initial appointments are temporary for one year, with regular appointments subject to performance review.
- Probationary periods are typically two years and may be extended for non-satisfactory performance.
- Temporary appointees have no claim to permanent posts but may apply following regular procedures.

**Faculty Performance Appraisal and Development System (FPADS):**

- FPADS evaluates faculty performance based on appraisal parameters.
- Faculty members self-evaluate their performance at the end of the academic year.
- Promotions and increments are awarded based on evaluation results.

**Performance Appraisal Evaluation Parameters:**

**1. Teaching and Learning Evaluation:**

- University results and student feedback on handled subjects.
- Undergraduate projects guided.
- Contribution to lab development, maintenance, and improvement.

**2. Research and Development Evaluation:**

- Academic research output, including publications and authored materials.
- Involvement in sponsored research and consultancy projects.



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## **General Disciplinary Policies:**

### **1. Security & Vigilance:**

- Everyone should assist security personnel in maintaining campus safety.
- Surveillance cameras are installed for outdoor security monitoring.

### **2. Private Coaching / Outside Employment:**

- Staff must obtain prior permission for private coaching or other outside employment.

### **3. Internet Facility:**

- Internet use is restricted to office and academic purposes.
- Staff must not misuse internet resources or download unauthorized materials.

### **4. Keys Deposition:**

- All staff members must deposit keys appropriately to ensure security.

### **5. Vehicle Parking:**

- Staff and students must adhere to designated parking slots to manage parking efficiently.

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