



MAHENDRA ARTS & SCIENCE COLLEGE

(Autonomous)

Affiliated to Periyar University, Salem.

Accredited by NAAC with 'A' Grade & Recognized u/s 2(f) and 12(B) of the UGC Act 1956

Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

THE CODE OF CONDUCT

RULES AND REGULATIONS

- Students should be regular and punctual to both theory and practical classes.
- Students should be in the classes at least 5 minutes before the bell.
- When the Staff Member enters the class, all students should stand up by way of showing respect.
- When the classes are in progress, proper decorum should be maintained.
- Students should not leave the college premises during working hours without getting permission from their HOD & Principal.
- Use of Mobile Phones, Camera and electronic gadgets are prohibited inside the campus.
- Students are not allowed for writing, scribbling and painting on the walls and class rooms.

DRESS CODE

- Students are instructed to attend the college neatly dressed with an approved etiquette.
- Students should wear their respective ID card inside the college premises.

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DISCIPLINE

- Smoking, consumption of alcohol, gambling and any other unlawful activities are totally prohibited inside the campus. Any violation will ultimately lead to the dismissal of the student from the college.
- No student who has been convicted for offence in a court of law or arrested in connection with any offence will be permitted to join or to resume his/her studies in the college.
- A disciplinary committee is constituted with the Principal as the Chairperson and Heads of the various departments as members. The committee will look into the charge levelled against students and will conduct thorough enquiry. The recommendation of the committee will be totally reviewed & analysed and the corresponding action will be taken by the Principal accordingly .

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Working Protocol Policy

Purpose

The objective of this policy is to provide appropriate working protocols to the employees such that employees are available for a specific period of time in a week to fulfil institutions requirements. This policy is also to inculcate a conducive work culture for the employees that supports in enhancing the Institution's culture.

Policy

Working Hours: All employees of Mahendra Arts & Science College (Autonomous) follow a **6-day working week** with workdays from Monday to Saturday. Normal scheduled working hours is **6 hours for teaching staff, 8 hours for non-teaching staff and 9 hours for housekeeping employees.**

Break: Tea break **15 minutes' duration for teaching staff and 45 minutes for Lunch break.**

The working hours would include the hours of work an employee is expected to serve in a day including his Lunch/break timings.

The number of National and Festival holidays in a year shall be 10. They would be declared during the month of December every year for the following calendar year.

For the purpose of leave and holidays, Calendar year (i.e. January to December) shall be followed. All the Employees are eligible for casual leave and their applicable vacation leave.

Attendance:

- Attendance recording shall be done through Biometric system established by the Institution. Every employee shall mark his/her in-time and Out-time in the biometric register. The Biometric system shall provide accurate in-time/ out-time details which would rule out the scope for any kind of discrepancy.
- Every employee shall also, on reporting to duty each day, mark his/her attendance in the attendance register.
- If an employee marks attendance by any means for another employee he/she shall be subject to disciplinary action as per the policy of the Institution.

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Late Coming:

- Any employee recording his/her attendance later than the specified shift time from shift start timing would be considered as late.
- Any employee coming late by more than 1 hour **beyond 1 day in a month** would have to for-go his/her permission if not availed the same. In case permission has been already availed by the employee **then ½ day leave would be deducted** from the employee's leave balance.

Permission

- Due to personal exigencies, employees for genuine reasons shall be allowed to take **permission of one hour for a maximum of two times in a month.**
- **More than 1 hour of permission will be accounted as ½ day leave and the leave will be deducted from the leave balance..**
- Permission time allowed to an employee **should not be less than one hour.**
- Unutilised permissions lapse monthly. The same cannot be carried over to subsequent months.
- Any permission shall be taken only after seeking approval from the HOD. Otherwise it would be construed as **unauthorized leave and would be subject to ½ a day loss of pay.**
- It is important to note that availing permission is not a matter of right and is at the discretion of the HOD / Principal who shall decide based on genuine requirement from the side of the employee.

On Duty:

- If an employee is required to visit other Institutions and outside agencies/vendors as part of duty, an on-duty approval has to be sought from the concerned HOD. Without an on-duty approval, the employee's absence in the organization would be treated as unauthorized absence and salary deducted accordingly.

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Dress Code:

- Those who are provided with uniforms shall wear them in a clean and neat manner every day to work.
- The employees who are not required to wear uniforms shall follow the guidelines laid down so as to meet the requirements of the Institution.
 - a) Men-Formal attire-full of half sleeved shirt and black or brown shoes with socks.
 - b) Women-Saree in case of teaching staff and Saree or Salwar Kameez for Administration Staff without excessive trinkets.
- In addition to the above, all personnel are to be well groomed at all times(For Men-Shaving everyday / neatly trimmed beard and moustaches, For Women-Hair neatly kept, preferably tied, no excessive make up and avoid bright coloured lipstick / nail polish).

Identification Card:

- All employees are required to wear their identification cards on all working days during the working hours.
- As it is an Institution, it becomes important for all employees to wear their ID card which is a method of communication to the students that they are Institution employees and that they are available for support.

Usage of Telephone / mail / fax:

- Using the company telephone for personal use is not entertained, however in case of emergency the employees may be allowed to use the phone responsibly.
- Electronic media such as the internet / mail cannot be used for knowingly copying, transmitting, retrieving, or storing any confidential Institution data and also communicating things that may be discriminatory or harassing, derogatory to any individual or group, obscene, sexually explicit, pornographic, defamatory or threatening, in violation of any licence governing the use of software, engaged in for any purpose that is illegal or contrary to the Institution's policy or in a manner contrary to the best interests of the Institutions, in any way that discloses confidential or proprietary information of the Institution or third parties, or for personal or pecuniary gain, or protected by copyrights law unless the employee has the author's permission.

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Notice Board:

Only notices that relate to official communication may be put up on the notice board. The notice boards are not to be used for any personal or other communications which have not been cleared for display either by the Principal.

Security Search:

Security search will be done to all employees as per the security protocol. This is mainly to safeguard the employees, students, the premises and property of the Institution and hence all the employees are expected to co-operate. It is also a preventive measure not to allow unauthorised person inside the Institution and office premises.

Personal Belongings

- Employees are requested to take responsibilities for their own personal belongings and properties that they bring to the Institution.
- Employees are advised not to carry any precious or valuable things/ excess cash along with them when they come for work.
- The Institution is not liable for any loss or damage to personal belongings and property.

Institution property

- The Institution's office space, equipments, materials and other properties shall be used only for official purpose of the Institution.
- Employees who use the institution's property such as Mobile phones, Laptop and equipments / tools, documents, vehicles etc, at any point in time are responsible for the safekeeping of these things.
- The Employee is held responsible for any loss or damage to these properties. Cost of replacement or repair will become by the employee as per the decision of the Management.

Outside Employment / Personal Business

- Employees on the rolls of the Institution cannot undertake any employment / personal business other than working for the Institution.
- All employees are responsible to strictly follow the rules and conditions mentioned in the appointment / contract agreement between them and the Institution. Any breach of contract would be viewed seriously and lead to disciplinary action.

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Internal Transfer and Re-assignment

- An employee may be transferred from one department to another within the college or in any group's Institution.
- The employee may also be, assigned new or additional jobs, apart from the normal duties of the post to which he/she is appointed.
- An employee may request for transfer from one working place to another based on personal requirements. However, such decisions of transfer may be subject to availability and suitability and is left to the discretion of the Management as and when required as per the requirements of the Institution.

Procedure

- The employee would register/mark their attendance through the biometric reader at the beginning of the day and similarly register/mark their time once again by the end of the day before they leave the organization.
- The attendance details including the late hours would be calculated by Principal and leave balance and payroll data would be processed.
- It is the responsibility of the employees to ensure that their attendance is recorded, regularised, leave applied etc.
- In case any employee comes late, greater than the acceptable norms of late coming. Principal would deduct leave based on this policy and the same would be reflected in the employee's leave balance.
- If an employee comes late regularly, Principal will mark the names of such employee and give warning to them through mail, written letter after intimation to the concerned HODs. If the same mistake is repeated then Principal will initiate disciplinary action.
- Leave, on-duty, permission shall be duly applied by the employee in the appropriate application forms available online approval to be sought from the HOD and the Principal as per the guidelines provided in this policy. It is the responsibility of the employee to ensure that appropriate details of Leave, Permission, On-duty etc are recorded and submitted to Principal on time.
- Principal would monitor the overall attendance and shift schedules to consider the attendance and leave details for the purpose of payroll.
- The respective HODs and Principal shall implement all the guidelines mentioned in this policy and take appropriate corrective action to curtail any kind of indiscipline that may prevail in individual/ or group of employees.

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1. Responsibility

- The individual employee is responsible for coming to work on time and following the rules and regulations mentioned in this policy.
- The Head of the Departments are responsible for ensuring punctuality and regularity among their subordinates and maintaining discipline as per the requirements of this policy.
- The Supervisors, Department Heads and Principal are responsible for authorizing on-duty, late coming, permission and leave and they are required to duly authorize as per this policy.
- The Principal is responsible for monitoring the attendance of the employees, generating data on the same and implementing this policy across the Institution.

2. Documentation

- On-Duty Slip
- Leave Application through Mahendra E-attendance


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Prevention of Sexual Harassment Policy (POSH)

Purpose

The purpose of this procedure is to provide a safe working environment for employees and students of the Institution and prevent sexual harassment against them in the institution.

Scope

This policy is applicable to students and all employees of various candors including staff and on daily wages.

Policy

This policy is in accordance with the provisions of the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal Act).

Sexual Harassment

Any behavior which may be physical, psychological, graphical, emotional, verbal, written, electronics, gestures which are offending etc. is defined as inappropriate by the policy. Any act of the person either intentional or not, should not offend the dignity of the other person. If done so then serious disciplinary action is taken against the person who has performed such etc.

Sexual harassment includes:

- Any kind of unusual and unwelcome sexual requests or demand for sexual favors in return for employment, promotion, examination or evaluation of a person.
- Stalking, displaying indecent posters, showing pornography, sending jokes, comments, messages which are inappropriate and sexual in nature, lurid stares, physical contact or molestation, inappropriate sounds, signs, questioning about personal private life or body, insults or taunts based on sex or any kind of communication either verbal or non-verbal which affects the performance of the individual.

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- Physical confinement against one's will and likely to interrupt the privacy of the person.
- Any act or conduct by a person who is in authority, which creates the environment at workplace hostile or intimidating to a person belonging to the other sex.

ICC (Internal Complaint Committee)

- Institution has got an Internal Complaint Committee and any complaint by students / employees related to sexual harassment are to be notified with the Committee. A presiding officer at a senior level in the office.
- Two senior teaching faculty members of the Institution.
- Any one senior members from the administration office.
- Three student members one from UG level, one from PG and other one from Ph.D.
- Any external member may be NGOs.

Procedure

- Once the complaint is received, the complaints committee is responsible for investigating the complaint, submit the findings and recommendations to the higher authority. The committee will coordinate with the aggrieved person before implementing any kind of appropriate action. The committee is also responsible to maintain confidentiality throughout the process.

To deal with Complaints

- The ICC will interview and record all evidences.
- The inquiry need to be completed within 10 days of the submission of written complaint by aggrieved person.
- The ICC should submit their findings within 10 days from the completion of the enquiry.
- On receipt of report from ICC, the Management to act on the report within 20 days of receipt.

If the person who committed such act is found guilty, then corrective action is taken by the appropriate authority.

Corrective action may be

- Formal apology.
- Counselling.
- A written warning to the concerned employee/ student and this need to be maintained in the record.



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Grievance Policy

1. Purpose

Institution seeks to provide a supportive educational, training and Professional environment. The Institution provides several avenues of redressed for individuals who believe they have been treated unfairly. The purpose of this procedure is to provide a format mechanism to resolve grievances of employees. This Procedure is only be used to resolve series matters which meet the definition of a “Grievable” matter and cannot be resolved through informal discussions or processes and is only to be applied after reasonable efforts have been made to settle the dispute informally.

2. Policy

2.1 A “Grievable” matter is a complaint that a grievant has been directly and adversely affected in his /her education, training, or professional activities as a result of an arbitrary and capricious act, or failure to act, or a violation of Institution policy or procedure by the institution or anyone acting officially on behalf of the institution, other than the matters exempted below.

2.2 The following matters are not grievable and or specifically excluded from consideration under this procedure:

Complaints alleging discrimination or harassment on the basis of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristics, sexual misconduct, domestic violence, dating violence, or stalking; or that are otherwise within the purview of the Institution’s Prevention of Sexual Harassment Committee(“POSH”). Grievant with such complaints are to be referred to POSH.

Complaints that do not involve the grievant’s educational, training, or professional activities or institutional responsibilities.

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Composition of the Grievance Committee

Grievance Committee consists of members: Principal of the Institution, HOD of various departments, adhoc members if required. Committee members may be re-appointed as and when required.

One of the members shall be appointed as Chair. Whenever a grievance is submitted, committee may appoint one or more adhoc members if necessary. For any grievable matter addressed by the committee, the Committee will be composed of an odd number of members.

3. Grievance Procedure

The steps to be followed in filing a grievance are described below. At every stage, the grievant may discontinue this procedure if he/she believes that the conflict has been successfully resolved.

A delay in the filing of the grievance may constitute grounds for rejection of the grievance. The written grievance should include

- a) A description of complaints,
- b) The name of the person(s) against who, the grievance is initiated,
- c) A description of any informal attempts at resolution,
- d) A description of the remedy sought, and
- e) Any other information the grievant believes to be relevant. The grievant should attach any relevant documentation. The department Head will forward the grievance and documentation to the committee for consideration.

The standing Committee will determine whether the grievance presents a grievable issue. If the committee decides that the matter is not grievable, the Committee will dismiss the grievance and provide written notification to the grievant stating the reasons for such decision. Such decision shall be final and may not be appealed. If the Committee determines that the matter is grievable, the Committee will appoint ad hoc member(s).



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