



**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.

**HUMAN RESOURCE POLICIES  
&  
ADMINISTRATION MANUAL**

Authorized by	Principal & Secretary
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Kalippatti (PO) - 637 501, Namakkal (Dt)**



# HUMAN RESOURCE POLICIES & ADMINISTRATION MANUAL

MASC/HR/M01

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**SECTION I**

**Introduction**

- About the Organization
- Vision, Mission and Objectives
- ✓ Vision Statement
- ✓ Mission Statement
- Quality Policy
- Environment Policy
- Human Resources Management Policy
- ✓ Objective
  - Definitions of Terms used in this Policy
  - Organogram

**About the Organization**

1. Mahendra Educational Trust was established in 1978 by the Educationalist Thirumigu. M. G. Bharathkumar with an objective to impart quality education to the students from rural areas. He is assisted by the governing and advisory councils in matters of policy, development and planning for continuous improvement. Mahendra Arts & Science College was established in 1999 and affiliated to Periyar University, Salem. It was conferred Autonomy in 2015. The college is recognized u/s 2(f) & 12B by UGC Act 1956. The college is accredited by NAAC with 'A' Grade and also with NIRF All India Rank Band 151-200/ 2019. The vision and mission of the college is to remain in the forefront and strive to provide quality education with the latest infrastructure and to leave a long lasting impression in the minds and hearts of all the students, parents, faculties and the experts who are associated with the institutions and passed through the portals of this Temple of learning.
2. The college offers 13 UG Courses, 11 PG Courses, 8 M.Phil. programmes (FT/PT), 4 Ph.D programmes (FT/PT). To promote the students as Entrepreneurs, the college offers UGC-sponsored B.Voc., programmes and Summer Certificate Courses. Our college has been awarded 3.5 star status by Institution Innovation Council, MHRD, Govt. of India.

  
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**Vision, Mission and Objectives:**

**VISION**

"Education is a continuous process and Mahendra Arts & Science College will remain in the forefront and will strive to provide quality education coupled with the latest infrastructure facilities, which will leave a long lasting impression in the minds and hearts of all the students, parents, staff and dignitaries who have been fortunate enough to be associated with it and have passed through the portals of this "Temple of Learning".

**MISSION**

- To impart quality education.
- To adopt new techniques and improve student's skills
- To train them to overcome any critical situation.
- To develop leadership qualities.
- To train them to become good citizens.

**COLLEGE OBJECTIVES**

- To strive to maintain high standard and make continuous improvements in all its activities and attain 100 % success.
- To guide the students in their pursuit of knowledge through the use of course material, lab manual and other teaching aids.
- To impart practical and need-based education which would prepare the student to adapt to the emerging trends in science and technology through guest lectures, industrial visits, conduct of seminars etc.,
- To encourage students to participate in seminars, quiz competitions, debates, sports and NSS programmes.
- To provide education to the rural community by updating all facilities such as library and all laboratories in Science and Technology.

  
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## QUALITY POLICY:

To bring higher education within the reach of all sections of the society.

To impart quality education by which character is formed, strength of the mind is increased, innate intelligence and diligence are trapped to its zenith, so as to make him/her an asset to the society.

To impart socially relevant and need-based education to keep pace with scientific and technological revolution and strive for continual improvement in imparting Man-Making Education.

## ENVIRONMENTAL POLICY

Mahendra Group of Institutions strives for excellence not only in educational activities, but also in activities promoting a greater environmental awareness among the youth so as to make the world a better place to live in.

**The objectives of Mahendra Arts & Science College are in alignment with United Nation's Sustainable Development Goals:**

Education for all, Hygiene, Wellness, Standardized Education, Gender Equality, Clean water and High Sanitation, Affordable and Clean & Renewable Energy, Economic Growth, Industry, Innovation, and Infrastructure, Sustainable Cities and Communities, Responsible Consumption and Production, Over-all Peace, Prosperity and Justice.

Based on our Vision and Mission the **Objectives** of the College are fixed and attached in **Annexure III**.

## Human Resources Management Policy

Human Resources play a dominant role in any organization and its effective management forms the basis of organizational success. Our college has set forth high standard of personnel management where there is equal scope for Efficiency and Transparency.

### Objective;

This manual incorporates the policies and procedures that govern the management of all staff involved in the institution.

- ❖ Man power Recruitment at all levels.
- ❖ Defining roles and responsibilities
- ❖ Training and positioning
- ❖ Fixing the remunerative package to the recruited staff.

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- ❖ Creating and maintaining a conducive working atmosphere for the staff.
- ❖ Maintaining the quality of the faculty through various in-service programme

Creating and maintaining a conducive working atmosphere for the staff.

- ❖ Maintaining the quality of the faculty through various in-service programme

### 1. Definitions of Terms used in this Policy

2. **Basic Pay:** The component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable to him/her that does not include
3. **EA:** Earning Allowance declared by the Management periodically.
4. **HRA:** House Rent Allowance declared periodically by the Management of MASC.
5. **Incentive:** Remuneration in appreciation of extraordinary performance.
6. **EPF:** Employee's Provident Fund.
7. **Calendar Year:** Period commencing from 1st January of the year to 31st December.
8. **Academic Year:** The normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.
9. **Competent Authority:** The authority appointed by the Trust for the purposes of these rules.
10. **Date of Appointment:** The first day of joining duty by the employee as mentioned in the appointment order.
11. **MASC** "Mahendra College of Arts & Science" which is run by Mahendra Educational Trust.
12. **GB:** Governing Body of MASC.
13. **AO:** Office Manager of MASC.
14. **HOD:** Head of the Department
15. **Employee:** Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of MASC and who gets his salary directly from MASC.
16. **Financial Year:** A period commencing from the 1<sup>st</sup> day of April of the current year to 31<sup>st</sup> of March of the succeeding year.

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17. **Rule:** Rules stipulated in the HR Policies and Procedures Manual of MASC and include all schedules and annexure appended to this manual and any amendments made from time to time thereto.

### **Organogram**

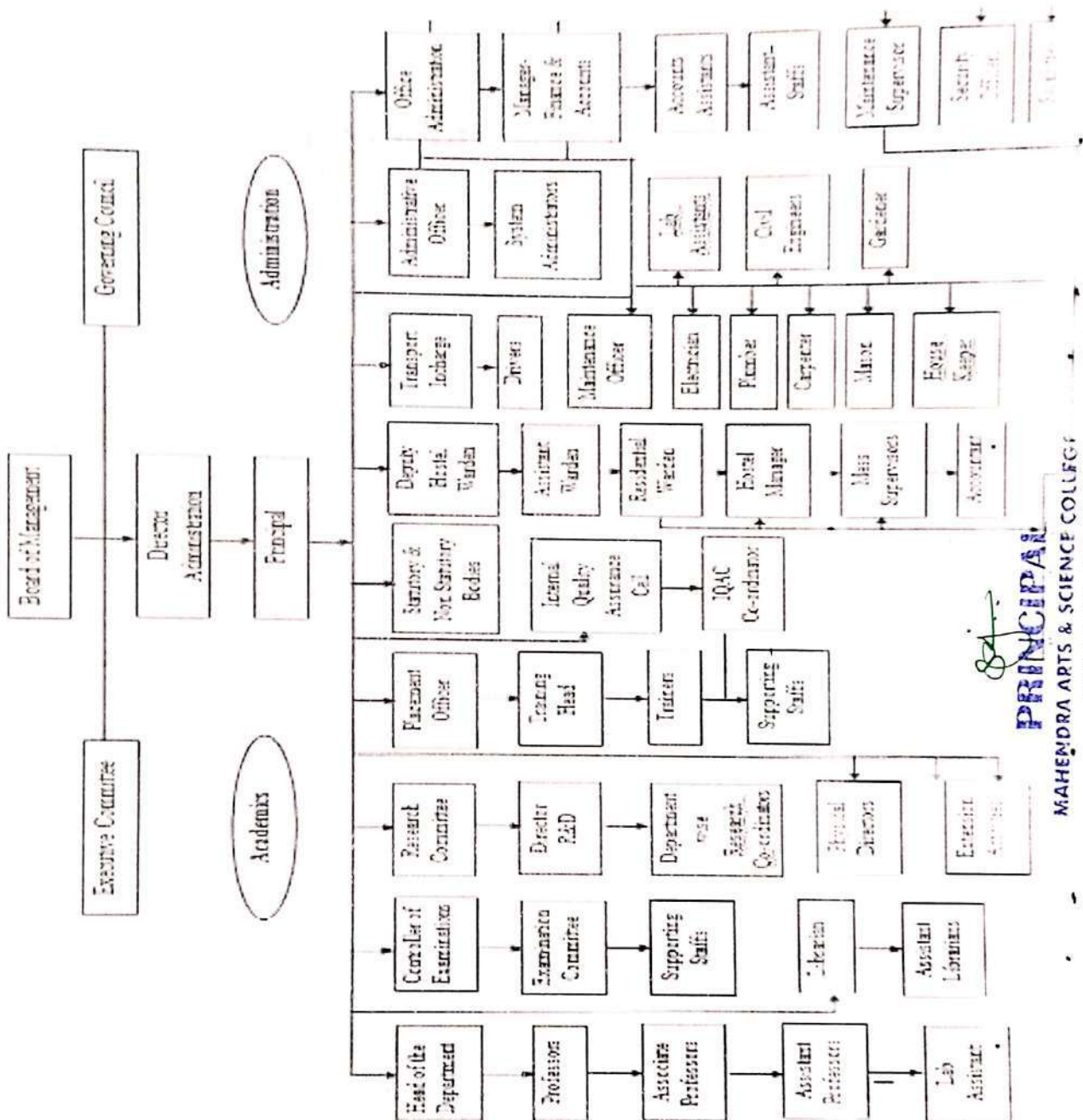
The chart given below shows the present Organization Structure of Mahendra Arts & Science College. Functions of Statutory Bodies are attached in Annexure X.

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## SECTION 2

### Recruitment, Appointment, Induction and Transfer

- ❖ Planning for Human Resources
- ❖ Classification of Human Resource in MASC
- ❖ Appointing Authority
- ❖ HR in-charge (HRIC)
- ❖ Recruitment Policy & Process
  - Job Analysis, Job description and Terms of Reference
- ✓ General Criteria governing recruitment
  - Age
  - Assessment process
  - Checking of References
  - Offer Letter
  - Medical Fitness
  - Letter of Appointment
  - Joining Report
  - Redeployment / Transfer
- ✓ Probation and Confirmation
- ✓ Personal File
- ✓ Training and Development of Staff
  - Induction to Staff
- ✓ Identity Card

### Recruitment, Appointment, Induction and Transfer

#### Planning for Human Resources

The quality of any institution is directly proportionate to the quality of the faculty. Hence, MASC gives top priority to the recruitment of staff par excellence at all levels. Well in advance the staff requirement is assessed and the process is initiated every year.

#### Classification of Human Resource in MASC.

MASC recognizes the following classification of its staff.

- a. **Regular Employee:** One who is appointed in a permanent capacity and whose appointment is duly approved by the appointing authority.
- b. Categories of Employees at MASC are divided into:
  - I. **Teaching Staff:** Director, Professor, Associate Professor, Asst. Professor, Physical

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Education Director and Librarian.

ii. **Technical Support Staff:** System Administrator, Computer Programmer, Lab Assistants and Lab Attendants, Electricians, Drivers.

iii. **Administrative Staff:** Administrator, Director, Principal, Administrative Officer, Accounts Manager, Office and Accounts staff, Library staff, Hostel Wardens / Staff, Academic and Controller of Examination Staff, Workers, House Keepers etc.,

c. **Visiting Faculty:** Any faculty engaged from time to time as visiting faculty.

d. **Any other class of Employee:** Any other category of employees can be engaged from time to time as per the requirement of the institution and are governed as per the terms given.

### **Appointing Authority**

#### **a. Appointment of Principal & Chairman:**

The authority as decided by the Mahendra Educational Trust from time to time.

#### **b. Appointment of Faculty / Support Staff / Employees:**

All other staff of MASC are appointed by the Principal & Chairman on behalf of the Board of Trustees. The Board of Trustees is briefed of staff requirements, appointments and other details on a routine basis.

### **HR In-Charge (HRIC)**

(i) The Principal & the Chairman shall be the in-charge of HR Management.

(ii) Any other person who is expressly appointed / delegated with powers to manage the HR related responsibilities.

### **Recruitment Policy & Process**

#### **2.5.1 Job Analysis, Job Description and Terms of Reference**

All positions in the organization shall be based on a need assessment and work analysis. The Principal & Chairman together with the HoDs concerned will determine the need to open a new position or to close an existing position.

  
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Each job and position needs to be analyzed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by HoDs as per the laid down procedures from time to time. Recruitment is done as per the Annexure VII.

Job description and Terms of References are as per the regulations in force from time to time and intimated to the appointees at the time of appointment.

### **General Criteria Governing Recruitment**

#### **Redeployment / Transfer**

MASC is privileged with the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another.

#### **Probation and Confirmation**

1. All new staff will initially be on a probation period of 6 months.
2. The HoDs concerned are responsible to conduct monthly review and report to the Principal & Chairman (or) HRIC. The Principal & the Chairman will decide on the confirmation or termination of the probationer.
3. The Principal & the Chairman enjoy the right to waive the probation period in the case of experienced staff chartered by the organization.
4. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion.

#### **Personal File**

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Copy of certificates of educational qualification and experience, if any.
4. Appointment letter
5. Joining Report
6. Personal details of employees like permanent / current address/blood group
7. Experience certificate from the previous employer or last employer
8. Two colour passport size photographs



9. Memos issued, reply to above, reports of enquiry committees / suspension order / termination on disciplinary grounds etc
10. Any other personal memos
11. Resignation / Termination letter.
12. No Dues Certificate
13. Any other information deemed appropriate by MASC.

The Principal & the Chairman (or) HRIC will maintain personnel files of all employees including those at office. The employees have to inform the Principal & the Chairman (or) HRIC in writing when there are changes regarding marital status or contact address.

### **Training and Development & Induction of Staff**

All newly joined employees shall upon completion of the formalities undergo appropriate training and induction programmes intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

### **Identity Card**

All MASC employees are required to keep their photo ID card which they should carry with them to their respective work place. The Principal & the Chairman (or) HRIC issue these cards to new staff within 15 days of their joining. At the time of discontinuation of service, employees are required to return their Identity Card to the organization immediately.

  
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**SECTION 3**

**Salary / Welfare Measures / Allowances / Recognition / Terminal  
Benefits**

- ❖ Salary
  - Basic Pay and allowances
  - Wage Fixation
- ❖ Increment Policy
- ❖ Provident Fund
- ❖ Welfare Measures

**Salary**

**Basic Pay and allowances**

- a. MASC shall pay wages including allowances to its employees as per the agreement / appointment order.
- b. Total monthly salary shall be directly deposited into employee's bank account.
- c. Payments of monthly salary shall be made after deductions under statutory provisions.

**Wage Fixation**

- d. **Faculty:** The Management shall respect the practice of Grades and varying Scales for regular staff on service. Earning Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.
- e. **Non-Teaching Staff:** Scales of Pay & Grade is based on their qualification and experience. Earning Allowance and HRA are fixed periodically by the Management as per the policy adopted by it.

**Increment Policy**

In an effort to recognize and reward the performance of employees, it is the organization's philosophy that enhancing compensation shall be through annual increment based on performance evaluation.

**Provident Fund**

MASC is committed to comply with statutory provisions of Employees Provident Fund. Deduction is made from the salary of employees and deposited to the designated Provident Fund accounts along with the contribution of the organization.

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### Welfare Measures

All staff members in MASC, irrespective of their cadre enjoy the following welfare measures:

1. ESI / PF
2. Medical claim (Accidents) - for staff and students
3. Reward for employees on completion of 25 years service in MASC
4. School Fee concession to children of MASC staff / employees
5. Gift to newly wedded staff members
6. Maternity Leave

Details of Incentives & Other Benefits for Faculty members – Attached as Annexure IX

  
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## SECTION 4

### Leave Rules

- ❖ Casual Leave
- ❖ On-Duty (OD)
- ❖ Maternity Leave
- ❖ Compensatory Leave
- ❖ Leave on Loss of Pay (LLP)
- ❖ Vacation
- ❖ Absence from Duty due to Bandh, etc.
- ❖ Furnishing address on leave
- ❖ Declared Holiday

#### Leave Rules

MASC provides different kinds of leave to its employees. Availing of leave should be with prior notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college. The following types of leaves are available for staff.

#### Casual Leave

Casual leave of 12 days is granted per annum.

Casual leave is granted on the basis of calendar year, from 1<sup>st</sup> June to 31<sup>st</sup> May every year.

Only with due permission of Principal casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However, Duty Leave & Compensatory off can be combined with Casual Leave.

#### On-Duty (OD)

The faculty members can avail up to 10 days On Duty per annum (calendar year) for academic purposes with prior intimation and approval from the Principal on the recommendation of the Heads of the Department concerned. On Duty is extended to attend Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture etc.,

However, the faculty members who are in-charge of NSS etc., can avail more than 10 days, based on the need and necessity with prior intimation and approval from the Principal.



### **Maternity Leave**

All women employees are entitled to maternity leave up to six (6) months.

### **Compensatory Leave**

All employees are eligible to Compensatory Leave for the work performed in the field of at the place of duty, on official holidays to complete the assigned work within the time frame.

### **Leave on Loss of Pay (LLP)**

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances.

### **Vacation**

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for four week vacation per year. Three weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. Technical and support staff are eligible for 2 week vacation. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are considered essential during that period. However, Vacation will be subject to the Management's Decision for both Teaching & Non Teaching.

### **Absence from Duty due to Bandh / Hartal**

As MASC does not subscribe to bandh / hartal as legitimate means of protest, no special leave is sanctioned to the staff on days of bandh or hartal.

### **Furnishing address on leave**

Staff member on leave should furnish the office of MASC the address at which he / she may normally be contacted while out of station.

### **Declared Holidays**

The office of MASC including its all offices will remain closed on Government-declared holidays.

  
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**SECTION 5**

**Performance Appraisal System (PAS) and  
Promotions**

General

Principles of Performance Management System

The System Basis

Performance Planning

Assessment, Recognition, Reward

Consequences of Performance Assessment

Promotions

**General**

MASC strongly believes in the assessment system. Yearly assessments are made with a view to appraise the performance in order to recognize / appreciate / reward deserving employees, make efforts to bring under-performers to satisfactory levels of achievements and replace non-performers.

The MASC Performance Management System comprises of performance planning, feedback & counseling system, assessment, recognition and capacity enhancement mechanisms.

Performance assessment is based on the performance objectives and value-based behaviour in job management. Students Feedback is also considered as per **Annexure IV**. It is the policy of MASC to encourage its staff to develop their skills and potential.

**Principles of Performance Management System**

- a. Link plans to the Short- term goals which are in line with the overall vision and mission of the Organisation as well as its immediate strategic objectives.
- b. Focus on priority results (not routine activities) related to strategic objectives.
- c. Ensure regular feedback from colleagues and students.
- d. Link Annual Incentive and / or Increment to performance appraisals / results.



## The System Basis

The basis of the system is the Job description.

## Performance Planning

This involves selection of achievable and result-based objectives from the short term organizational plan.

- a. Performance plan for the year for each employee will be prepared in April-June each year specifying realistic objectives and respective results to be achieved.
- b. These can be stated as Key Result Areas (KRA) for the Staff. Against these Key Result Areas, indicators should be specified.
- c. This plan is to be worked out in consultation with the immediate supervisor / HOD and approved by the principal.
- d. It should then be signed by the employee and a copy given to him / her and another filed in the respective personal file. A digital file equivalent is also equally acceptable.
- e. The employees should revisit their approved performance plans at least once in a quarter along with the supervisor to ensure that result achievements are progressing satisfactorily.

## Assessment, Recognition, Reward & Penalty

Annual performance appraisal is conducted at a time fixed by the organization. This is very important as it is during this exercise that the employee's achievements / shortfalls of their performance objectives and results for the year are critically measured based on the set objectives and the findings of the quarterly / half yearly reviews. Each employee will be rated for his / her performance on pre-determined common scale. **Faculty Appraisal is done as per Annexure II.**

## Consequences of Performance Assessment

- a. If an employee fails to perform as per his / her performance plan, the HoD shall draw up a Performance Improvement Plan for the employee concerned for a period of six months. During this period the employee is required to improve his / her performance to the expected level.
- b. Failing to meet these expectations within the stipulated / extended time frame, the employee may be terminated from service. However, the ultimate decision rests with the Principal & the Chairman.



### Promotions

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organization always considers the UGC rules and regulations in this matter.

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision is granted along with performance criteria.

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**SECTION 6**

**Office Discipline and Decorum**

- Office hours
- Late Attendance with Permission
- Movement Register
- Duties and Responsibilities of the Directors / Heads / Faculties
- Conflict of Interest
- Consumption of intoxicating drinks and drugs
- Disciplinary Action
- Competent authority to initiate disciplinary proceedings and impose penalties
- Misconduct
- Harassment
- Sexual Harassment
- Grievance Redressal Procedure
- Consequence of Misconduct
- Penal Action
- Suspension
- Domestic Enquiry
- Punishment
- Right to Appeal
- Retirement
- Voluntary Retirement
- Termination of Services

Medical Grounds

Termination on Disciplinary Grounds

Termination on grounds of Judicial Conviction / Observation

- Termination for Prolonged Absence
- Premature Termination of Contract
- Termination on grounds of non -- performance
- Notice Period
- Resignation in the wake of Disciplinary Proceedings
- Death
- Documents to be submitted on Separation from MASC
- Exit Interview



6.22. Professional Demeanour of MASC employees Office Discipline and Decorum

**Office Hours**

- a. The usual office timings are from 09.10 A.M. IST to 04.10 P.M. IST with one hour lunch break from 1.00 P.M. IST to 2.00 P.M. IST.
- b. Class timings are from 9.10 A.M. IST to 4.10 P.M. IST.
- c. Management enjoys the right to shift to a different pattern for working days and working hours.
- d. Any change in the Class and Office timings shall be notified to the respective staff.
- e. All employees shall be at work at the time and place assigned to them. Habitual late comers are liable for disciplinary action.
- f. All Teaching staff shall sign in their respective Attendance Register and mark their thumb in the Biometric attendance both in the morning before 9.00 A.M. IST and afternoon after 4.00 P.M. IST respectively.

**Late Attendance with Permission:**

Normally an hour permission is extended to staff for 2 days a month which can be availed for coming late to the college with due intimation to the principal. In this case the staff concerned is allowed to sign the register before closing the attendance. When the staff member reports to duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance.

- a. Permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given. Monthly 2 permissions of 'one hour' duration is permitted. No carry forward of permission is granted.
- b. Late Attendance without Permission: The staff members are required to be prompt in reporting to work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.20 A.M. IST.
- c. Reporting thirty minutes later than the scheduled time will be treated as half-a-day leave.
- d. Regulations for late Attendance:

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- ✓ After exhausting the two officially permitted permissions, any late attendance will result in half-a-day leave on loss of pay or CL as the case may be.
- ✓ If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.

### **Movement Register**

A movement register is to be maintained by the Principal/Administration and all staff shall record their movement outside the campus during office hours for official purposes.

### **Duties and Responsibilities of the Directors / Heads / Faculties**

For faculty members, the duties and responsibilities are as per the norms of the UGC Parent University. However, any additional work allocated by the principal in view of college student development and at the time of exigencies, the staff members must complete that additional work as directed by the Principal.

### **Conflict of Interest**

Conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations which an MASC employee may face in the areas of financial control, personal integrity, conflicts etc. and the role which they should play in such circumstances. This policy provides a common code of conduct which should be adhered to by all MASC employees.

The activities of MASC employees must be lawful and free of conflicts with their responsibilities. They are not to misuse MASC resources or influence or discredit the good name and reputation of the organization in any way.

It is the policy of MASC that no employee shall take any action or make any statement intended to influence the action of another including donors and beneficiaries to benefit the private interest of the employee or the employee's family members rather than the interest of the MASC.

  
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**The following are to be avoided in the larger interest of the organization:**

- Soliciting sub-contractors and vendors for donation / advertisements to a charity in which the employee is involved.
- Using MASC facilities for personal purposes or for spouses / relative's business.
- Treating personal expenses / trips as official expenses / trips.
- Making a promotion decision about a spouse or relative.
- Authorization of self in case of leave, travel advance, etc.
- Buying equipment from suppliers for personal use at high discounts in the name of MASC.
- Using the buying power of MASC to acquire goods or services for the benefit of the employee or his/her family members.
- No employee may solicit or accept, directly or indirectly, any gift, gratuity or favour that has substantial economic value where either party could infer any obligation.
- All offers of donations to MASC shall be drawn in the form of Demand Draft or Cheque or by on line in the name of 'Mahendra Arts & Science College'.
- No employee shall authorize for use by MASC any product or service furnished by a firm in which the employee or the employee's immediate family members have a financial interest.

#### **Consumption of intoxicating drinks and drugs**

MASC work places must be totally drug-free and all staff members shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of MASC.

#### **Disciplinary Action**

MASC reserves the right to initiate appropriate disciplinary action against any of its employees within a standard framework that guarantees the reasonable rights of employees.

  
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## Competent authority to initiate disciplinary proceedings and impose penalties

The Principal & the Chairman are the competent authority to take disciplinary proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct, unless otherwise specified by the Executive committee.

## Misconduct

Code of Conduct is framed and attached in **Annexure I** for Faculties & Non-Teaching Staff. Students – Rules & Regulations, Hostel Code of Conduct and Transport Rules are framed and attached in Annexure XI, XII, XIII respectively. Any violation of the rules and regulations of the institution is a misconduct, which needs to be corrected through disciplinary action by the Management.

## Harassment

MASC Management is committed to provide a work environment free from all sorts of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tampers with the integrity and honour of employees will be permitted and tolerated. Harassment of any sort-verbal, physical, visual – will not be tolerated. No harassment based on caste, race, colour, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc., will be permitted in the workplace.

## Sexual Harassment

The Policy on Prevention of Sexual Harassment at workplace declared by the MASC is in place and framed as per the statutory requirements / the orders passed by the Hon'ble Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc are as per the policy declared by MASC. Zero percent tolerance with immediate termination, if found guilty.

## Grievance Redressal Procedure

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least three staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be the Principal & the Chairman or any other person as appointed by the Principal & the Chairman.

The definition of grievance, mode of expression of grievance & redressal mechanism are as per the policy declared by MASC.





### **Consequence of Misconduct**

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence.

### **Penal Actions**

The following steps are to be followed with regard to all disciplinary actions:

- ❖ Verbal Warning
- ❖ Written Warning (Memo)
- ❖ Show-cause notice

### **Suspension**

On receipt of a report in writing from the Principal or HRIC, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension the employee shall not leave the station except with the written permission of the Management.

### **Domestic Enquiry**

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event of the management not being satisfied with such an explanation, a domestic enquiry will be conducted.

### **6.17. Punishments**

On completion of enquiry and in the event of the employee being proved to have committed offence, punishment will be awarded according to the gravity of the offence, inviting maximum penalty in which the staff concerned will be dismissed from service. The likely order of punishments is:

- a. Withhold the Increment (cumulative/without cumulative)
- b. Barring the Promotion
- c. Such other punishments ordered by the Principal & the Chairman
- d. Dismissal.

  
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## Right to Appeal

Any employee aggrieved by the decision of the Principal & the Chairman may file an appeal in writing to the Principal & the Chairman of MASC within fifteen days of the date of the decision. The Principal & the Chairman have the option to appoint a fresh committee to review the penal action. The decision of the Principal & the Chairman of MASC shall be final and binding.

## Retirement

The rule of superannuation of the Govt. of Tamilnadu will be followed by the college. It is 58 (Fifty Eight) years as of date. The age of retirement of an employee of MASC shall be 58 (Fifty Eight) which will be the age of superannuation. An employee may be re-hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re- appointment order.

## Voluntary Retirement

An employee can resign from his / her post by giving required notice as specified in their appointment letter. The resignation becomes effective as soon as it is accepted in writing by the management. An employee may not be permitted to withdraw his / her resignation after it is accepted. All payment of dues will be made with the approval of management. Such employees who opt to resign shall submit a 'No Claim Certificate' upon which a relieving order will be issued by the management.

## Termination of Services

### Medical Grounds:

During the on-going employment period the management retains the right to terminate the services of an employee by giving one month's notice in writing or one month's salary in lieu on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organization).

### Termination on Disciplinary Grounds

During the on-going employment period the management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

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### **Termination on grounds of Judicial Conviction / Observation**

Notwithstanding anything contained in these rules, the competent authority may impose any of the penalties specified hereinabove, if the staff member is convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

### **Termination for Prolonged Absence**

When a staff member is absent from work for a period of fifteen days (15) or more without submitting any application for leave or for its extension or beyond the period of leave sanctioned originally/subsequently or when there is satisfactory evidence that he / she has taken up employment elsewhere or when the management is reasonably satisfied that he / she has no intention of joining duty, the management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duty and furnishing available evidence. Unless the staff member's explanations are satisfactory to the management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of MASC.

### **Premature Termination of service**

In the event of premature termination of service, one month's notice in the form of a letter will be given to the Staff Member.

### **Termination on grounds of non – performance**

The management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline:

1. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification.
2. For any reason whatsoever or if a staff becomes under-qualified consequent to changes in the policies of and / or the guidelines issued by the Government or the authorities concerned from time to time
3. If a staff member, for three consecutive years in annual appraisal of his performance, has received ratings 'unsatisfactory' or 'average' and despite the appraisal reports of the first two years having been communicated to him there has been no improvement or insufficient improvement in his performance.

  
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## Notice Period

In the case of Resignation / Termination, the notice period in the appointment order holds good, i.e. Either three month's notice or three month's salary in lieu thereof on either side.

## Resignation in the wake of Disciplinary Proceedings

1. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in MASC without prior approval in writing from the Principal & the Chairman and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect, unless it is accepted by the Principal & the Chairman.
2. The staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation, but the disciplinary proceedings would continue as if he were in service until the proceedings are concluded and final order passed in respect thereof.

### i. Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal & the Chairman. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month and other payments dues and this will be made to the employee's designated nominee after deduction of the applicable items.

### ii. Documents to be submitted on Separation from MASC.

In the event of separation from MASC, the following documents are required to be submitted by the staff:

- ✓ In case of resignation, letter of resignation.
- ✓ No Dues Certificate.
- ✓ ID Card issued from MASC.
- ✓ Details of documents kept in the custody of the person, both hard and soft copies and list of the pending work as of date.
- ✓ Other Properties of MASC in the possession of the individual.

MASC must provide Experience Certificate / Service Certificate to Staff on the event of his / her separation on his / her written request. However, MASC retains the right for withholding certificates, in situations including but not limited to failure on the part of staff to return to MASC its property or reconcile all outstanding payments, failure of the staff to produce No Dues Certificate etc.

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**Professional Demeanour of MASC Employees**

All employees of MASC are expected to present professional appearance at all times. They have to conform to the standards of Professional dress code most common to the location of their job and site assignment.

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## SECTION 7

### General

- Monitoring & Evaluation
- Policy Practice Compliance Audit
- HR Information System
- Amendments
- Jurisdiction

#### Monitoring & Evaluation

It is essential for MASC to reflect on and review its HR practices from time to time to ensure that systems remain robust, flexible, consistent and relevant to the organization's needs related to the mission, values, principles and culture.

#### Policy Practice Compliance Audit

Policy practice compliance will be assessed through regular, structured HRM audits.

- ✓ Reviews will be conducted once in three years.
- ✓ Review teams may include peers from within MASC including senior staff members, relevant staff members from partner organizations, external experts on HR or relevant members from like-minded organizations.
- ✓ These reviews shall be in consistent with Accountability, Learning and Planning processes.

#### HR Information System

The Principal & the Chairman (or) HRIC will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by the Principal & the Chairman (or) HRIC to analyze trends and to improve and refine systems and practices.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organizational age index, ratio of Human Resource Organization Development (HROD) staff to overall staff, functional staffing ratios and staff support costs.




### **Amendments**

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments, if any shall be communicated to all employees by a notice issued by the Principal & the Chairman in this regard.

### **Jurisdiction**

All disputes related to these rules may be deemed to come under the jurisdiction of the court of law in Coimbatore and hence the organization may sue and be sued only within the jurisdiction of the above mentioned court of law.

  
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# HUMAN RESOURCE POLICIES & ADMINISTRATION MANUAL

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## Annexure I - Other Rules & Regulations.

### CODE OF CONDUCT FOR PRINCIPAL

The Principal of an Institution should always be fair, honest, objective, protective, supportive and law-abiding. The Principal has to

- Outline a policy and plan to execute the vision and mission of the institution.
- Provide leadership, direction and co-ordination within the Institution.
- Plan the budgetary provisions and go through the financial audited statements of the Institution.
- Ensure that the long-term and short-term development plans of the Institution are duly processed and implemented through relevant authorities, bodies and committees.
- Direct and monitor the administration of the academic programmes and general administration of the Institution.
- Ensure that quality in education and academic services is maintained for continuous improvement.
- Promote industry-institution interaction and inculcate research development activities.
- Form various college level committees which are necessary for the development of the Institution.
- Ensure that the staff and students are aware of rules, policies and procedures laid down by the college and enforce them fittingly.
- Take necessary action as and when required to maintain discipline in the Institution.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.
- Listen to the student's ideas and set a supportive tone.
- Empower all staff and students to reach their maximum potential.
- Submit annual report on the progress achieved in different developmental and collaborative programmes to the various Committees and Management.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Carry himself with the highest integrity and exhibit outstanding and strong leadership skills.

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**ROLE OF HODs**

- Academic administration of the departments under his / her control.
- Assist the principal in all matters of academic interest.
- Contribute in evolving strategies and action plans for the development and quality improvement of the department.
- Introduce innovative features in the curriculum and revise periodically revision of the curriculum befitting the current trends and demands of the industry and the employment market.
- Be aware of the various requirements of different courses as per the Parent University guidelines and ensure that such norms are fulfilled whenever inspection commissions of the University or other agencies visit the college.
- Workout the manpower requirements as per work load of the department and recommend the staff requirement to the Principal.
- Ensure the quality and effectiveness of teaching – learning process.
- Organize guest lectures, seminars, conferences, industry visits and encourage the staff to bring out publications.
- Depute staff to participate in seminars, conferences and workshops and motivate them to undertake research by tapping funding sources.
- Oversee and monitor the faculty particularly the new entrants during the lecture hours offer suggestions for their improvement.
- Ensure effective conduct of stay back hours, extra classes, PACE classes, career guidance and placement programs in coordination with training and placement cell.
- Interact with students periodically, review the student performance in the internal and end semester examinations, regularize attendance and monitor general discipline of the students inside the campus.

  
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## CODE OF CONDUCT FOR FACULTY MEMBERS

- Each faculty member shall at all times maintain absolute integrity and devotion to duty.
- Each faculty member should perform all professional activities through proper channel and extend co-operation to his / her colleagues and higher authorities.
- Each faculty member shall conduct himself / herself with absolute dignity and decorum in dealing with the superiors, colleagues and students at all times.
- Each faculty member should attend the college strictly adhering to dress code. Women faculty should wear over-coats inside the class rooms. Male faculty members should come in formal dress with tie and shoes. Jean pant & T-Shirts are not allowed.
- Faculty members must always wear their identity cards while inside the college premises.
- Faculty members are barred from using cell phones while taking classes, engaging in examination duties and while attending meetings.
- No faculty member shall absent himself / herself from duty at any time without prior approval.
- Any instruction issued by the competent authority by way of circulars from time to time, must be complied with.
- Faculty members are expected to be punctual in going to the classes, attending meetings, doing invigilation and National celebrations.
- Faculty members should not attempt to bring any political or outside pressure on his / her superior authorities with respect to service matters.
- Faculty members shall not provoke or instigate any student or staff against other students, colleagues or administration.
- Faculty members shall not by act or deeds degrade, harass or insult any other person for any reason or act in a manner inappropriate to the teaching profession.
- Faculty members shall not discriminate any student on grounds of caste, creed, religion, gender, nationality or language.
- Faculty members shall not demonstrate favoritism in assessment of students deliberately over marking, under marking or attempting at victimization on any grounds.
- Faculty members shall neither disclose confidential information about students to anyone nor leak out confidential information from management to students.
- Faculty members shall not accept fee or honorarium or gift, etc., from the students.
- Faculty members shall respect the prerogative of parent / guardian to look after the interest of the student.
- Faculty members shall not misuse or carelessly use amenities provided to him / her by the Institution to facilitate the discharge of his / her duties.
- Each faculty member shall set an example to his / her colleagues and student.

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**CODE OF CONDUCT FOR NON-TEACHING STAFF**

- Non-Teaching staff should remain on duty in the college from 8.30 am to 5 pm. They shall not leave the college premises without permission before 5 pm.
- Every non-teaching staff employed shall discharge his / her duty meticulously and efficiently and shall conform to the rules and regulations of the college.
- Non-teaching staff shall respect and maintain the hierarchy in the administration and carry out their duties as instructed by the authorities to whom they are accountable.
- Non-Teaching staff must always wear their identity card during working hours.
- Non-Teaching Staff shall maintain honesty, integrity and equality in all activities.
- Non-Teaching Staff shall exercise self-discipline and deal positively with staff, students, parents and public.
- Non-Teaching Staff assigned to laboratories should be responsible for the cleanliness and maintenance of the labs.
- The staff has to carry out any work assigned with regard to examinations conducted by the college or University as directed by the Principal.
- The staff should take prior approval if he / she wants to avail leave. In case of sickness, a medical certificate should be produced.
- Non-Teaching Staff shall avoid personal calls and social networking sites such as Facebook, Whatsapp, etc., during the working hours.

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**Annexure II**

**FACULTY APPRAISAL FORM**

**INTERNAL QUALITY ASSURANCE CELL**

**YEAR END PERFORMANCE - SELF APPRAISAL REPORT OF TEACHERS FOR  
THE ACADEMIC YEAR 2018 - 2019**

**1. PERSONAL PROFILE:**

**1.1 GENERAL INFORMATION**

	Name	
	Address	
	Cell Number	
	Email id	
	Date of Birth	
	Date of appointment in this institution	

**1.2 ACADEMIC OUALIFICATION**

Exam Passed	Board/ University	Subjects	Year	Division/Grade Merit etc
Higher Secondary				
Bachelor's Degree				
Master's Degree				
Research Degree (S)				
Other Diploma Certificates etc.				

**1.3 Teaching Experience**

Course Taught	Name of the University/College/Institution	Duration
UG (B.A/B.Sc., etc. Pass) (B.A/B.Sc.etc. Hons.)		
PG (M.A./M.Sc., etc.)		
M.Phil		
Any other		



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## 2. TEACHING, LEARNING & EVALUATION

### 2.1. Classes taught during the academic year 2018-19

#### I Semester

Subject code	Subject Title	No. of Periods/ week	Total No. of Periods gained	Total No. of Periods lost
Theory				
Practical				
Total				

#### II Semester

Subject code	Subject Title	No. of Periods/ week	Total No. of Periods gained	Total No. of Periods lost
Theory				
Practical				
Total				

### 2.2 Total leave taken from 1 January 2018 to 31 December 2018

Casual Leave	Days-	Medical Leave	Days-
OnDuty Leave	Days-	Loss of pay leave	Days-

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2.3 Result analysis in the subjects handled by the Faculty Member (% of Passed)

S.No	Subject code	Title of the paper	No. of Student appeared	Total No. Passed	Total No. failed	Pass %

2.4 Details of participation in the following :

2.4. i. Paper Setting

2.4.ii. Conduct of Examinations

2.4 iii. Evaluation of Dissertation, etc.

2.4.iv. As examiner for PhD

2.4.v. As Resource person for guest lecture, workshop, seminars etc.,

  
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2.5. Details of contribution to Teaching during the Year

2.5 a.Design of curriculum :

b. Teaching methods:

c. Preparation of resource material including books, reading materials, laboratory manuals etc.

2.6 Learning Resources and materials developed by the Faculty member for theory subjects and laboratory (Hard/Soft copies to be maintained in the Department)

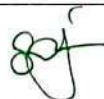
S.No	Subject code & Title /Lab Name	Nature of Resource Material	Unit No.

2.7 Remedial Teaching/ Student Counseling (academic)

2.8 Improvement of Professional Competence:

Details regarding refresher courses/orientation attended, participation in summer schools, workshops, seminars, symposia etc., including open university courses/ M.Phil., Ph.D during the academic year 2018

S.No	Item details	Sponsoring agency	Place and date
1			
2			
3			
4			



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**2.9. Honours received**

--

**2.12 Any other**

--

**3. RESEARCH CONTRIBUTIONS**

**3.1. No. of students (M.Phil/Ph.D)**

At the beginning of the year		Registered during the year	Completed during the year
M.Phil			
Ph.D			

**3.2 Number of books / research papers published / conference proceedings etc., in 2018**

	International	National	State	Impact factor	Citation index		
					Web of Science	Scopus	Google scholar
Paper reviewed							
Non-reviewed journals							
E-journals							
Conference proceedings							
Books with ISBN							
Books without ISBN							
Chapters in books with ISBN							

*[Handwritten Signature]*





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### 3.3 Research projects taken up in 2018

Title of the Project	Amount	Name of the funding agency	Duration

### 3.4. proposals submitted in 2018

Funding agency	Student/Minor/Major project or others	Total outlay

### 3.5 Details of Seminars, Conferences, Symposia organized during the Year:

--

### 3.6 Membership of Professional Bodies, Editorship of Journals etc, during the Year:

--

### 3.7 Details of Research Publications/ Books Chapters/Books.

Ph.D Completed / Submitted/ Registered with details:

S.No	Publications Details	Impact Factor	Index

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## 4. Student support

### 4.1 Details of Students –guidance and Counseling.

### 4.2 Students welfare and discipline:

### 4.3. Any other

## 5. Contribution to Extension, Co-curricular and extracurricular activities Activities

### 5.1 Extension activity

### 5.2 Positions held/ leadership role played in organizations linked with extension work and National Service Scheme (NSS), or NCC or any other similar activity:

### 5.3 Participation in Corporate Life:

#### a.College/University/Institution:

### 5.4 Co-curricular activities:

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5.4 Enrichment of campus life (hostel, sports, games, cultural activities):

5.5 Membership/ Participation in Professional Bodies/Committees

6. Any other information:

Roles and contributions in institutional Governance and administration  
(HOD/Warden/Nodal officer/COE/ Exam cell member/ Coordinator/Exam coordinator etc.)

S.No	Role

Remarks of the H.O.D

Signature of the H.O.D

Signature of the Faculty Member

Enclosures: 1.                  2.                  3.                  4.

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**Annexure III**

**MAHENDRA ARTS & SCIENCE COLLEGE  
OBJECTIVES - 2018-2019**

1. To establish Government approved IPR centre.
2. To propose Centre of Excellence in Artificial Intelligence, Data Science, Human Excellence and Robotic Process Automation.
3. To establish a Centre for Testing and Consultancy in the area of Chemistry and Bio Technology.
4. Establishment of Incubation Centre to facilitate the spirit of innovation / entrepreneurship and critical thinking among the students and to promote avenues for display of their talents.
5. To ensure effective usage of National Digital Library (NDL) by all teachers and students.
6. To link with the National Academic Depository (this upholds all the certificates digitally).
7. To propose SWAYAM Courses for Teaching, Learning and Content creation and to procure DTH connection for assessing SWAYAM Prabha Channels.
8. To establish Digital Campus, i.e., digitalize processes like admission, attendance, assessment, result declaration, administration, payroll and finance and to implement Digital Action Plan as directed by MHRD.
9. To use ICT based learning tools for effective teaching- learning process.
10. To introduce digital payment modes to all the students.
11. To ascertain Smart Campus, i.e., planning of efficient and economical use of water, electricity, solar power and water recycling systems.
12. To engage the students in socially productive activities during their period of study in the institution.
13. To ensure Clean Campus, i.e., participation in Swachh Bharat Abhiyan and application for Swachh tarankings.
14. To adopt villages for the overall social / economic betterment of the village communities i.e., participation in Unnat Bharat Abhiyan programmes.
15. To introduce Swachh Bharat Summer Internship as per the guidelines of the UGC.
16. To constitute an Academic Advisory Committee.
17. To bring about reforms in conduct of exams-exit examinations.
18. To track the student progress after completion of the programme.
19. To endorse the revision of outcome-based curriculum framework at regular intervals.
20. To structure the graduate outcomes for the students, so that 75% of them secure employment / self-employment or engage in pursuit of higher education.
21. To introduce one course abroad and one semester abroad with Foreign University under Twinning Program.
22. To encourage quality Research among students.
23. To train the students in essential professional and soft skills.
24. To train the students in English Proficiency Skills
25. To inculcate Human Values and professional ethics in the students.

  
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26. To organize Induction training programme for all new teachers and Orientation Programme for the first year students.
27. To offer Yoga classes for teachers and students.
28. To provide facilities like food court in the campus.
29. To offer Incentive Scheme for teachers in the form of:
  - (i) Maternity leave and Research leave
  - (ii) Research Guidance, Research and Development, Funding and Testing and Consultancy
  - (iii) Book publications and article publications in reputed journals
  - (iv) NET / SET Qualification
  - (v) Workload reduction is to be made for those who are undertaking projects

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**Annexure IV**

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**Student's Feedback System**

The student's feedback system is modified as hereunder with effect from 2018-19 odd semester.

Category	Mark Allocation			
	Excellent	Good	Satisfactory	Not Satisfactory
Syllabus Completion	8	6	4	2
Class control & Monitoring	8	6	4	2
Academic focus through Unit tests	4	3	2	1
General discipline of the college	4	3	2	1
On-campus placement drive arranged by the college	4	3	2	1
Feedback will be calculated in a scale of 4				

The rating is given as (in 4 point scale)

Point Scale	Grade	Category
3.41 to 4.00	A grade	Appreciation
3.01 to 3.40	B grade	Need improvement
2.51 to 3.00	C grade	Critical review
Below 2.50	D grade	Withdraw

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	Excellent	Good	Average	Poor
1. Syllabus Coverage by the teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Mentorship of the teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Regularity and Punctuality of the teacher to the class	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Fairness of the internal evaluation by the teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Encouragement given to students for raising questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promptness of Internal & External Examinations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Class control & Monitoring by faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Student's understanding of the syllabus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Additional information shared by the faculties with the students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Motivation of students by faculty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Accessibility of students to the department faculties and HOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Staff's readiness to address students' problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Academic focus through Unit tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Webinars organized during Covid period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Adequate of study materials to students during Covid period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Over-all quality of Teaching-Learning process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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# HUMAN RESOURCE POLICIES & ADMINISTRATION MANUAL

MASC/HR/M01

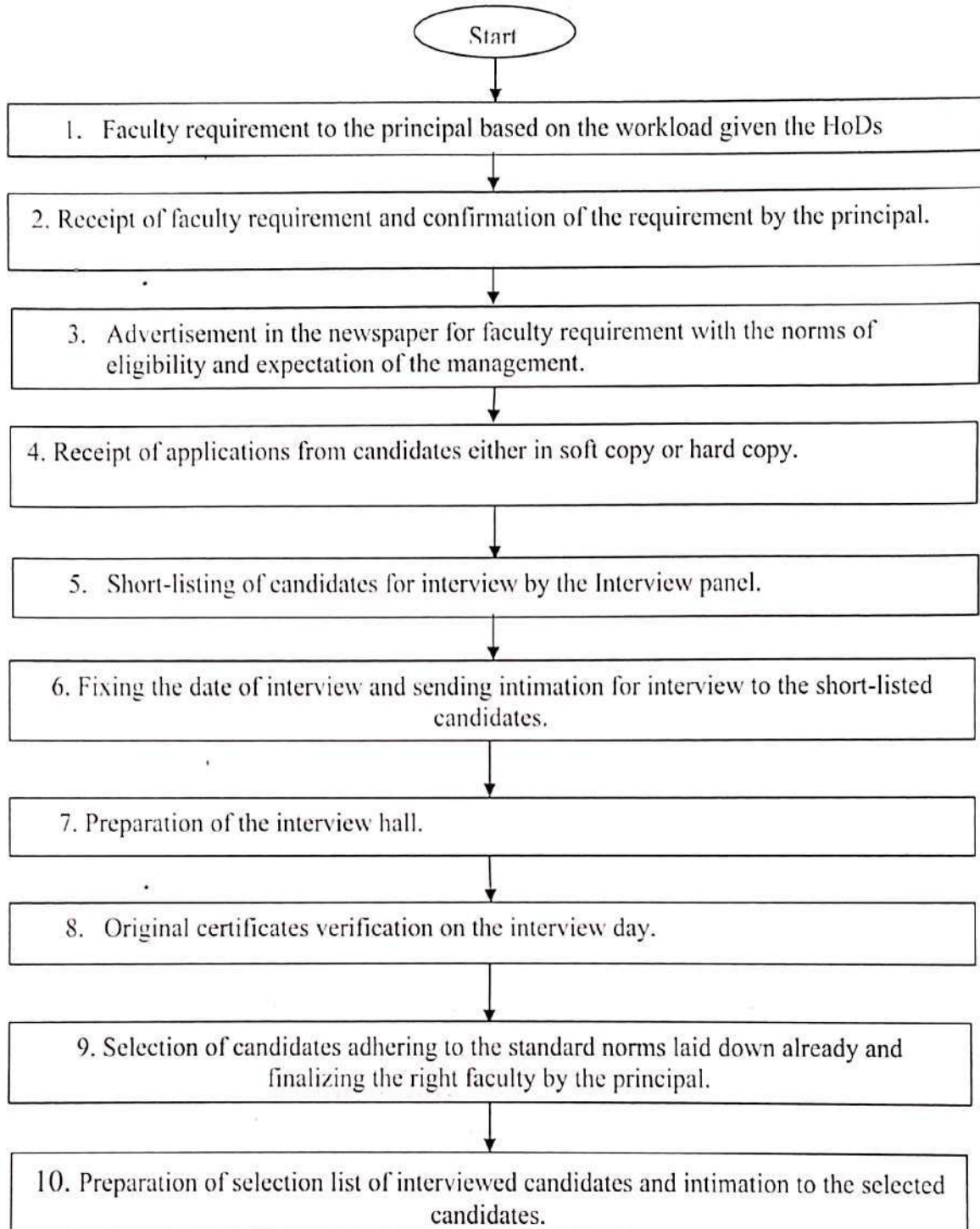
- |  |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 17. Awareness of ICT-enabled learning                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Your opinion about the Online examinations                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Your feedback about the online communication from the college. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Access to the Principal  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Adequacy of the college infrastructure                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. General discipline of the college                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Placement support to students during Covid period              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. On-campus placement drive arranged by the college              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Transport facility offered by the college during regular time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

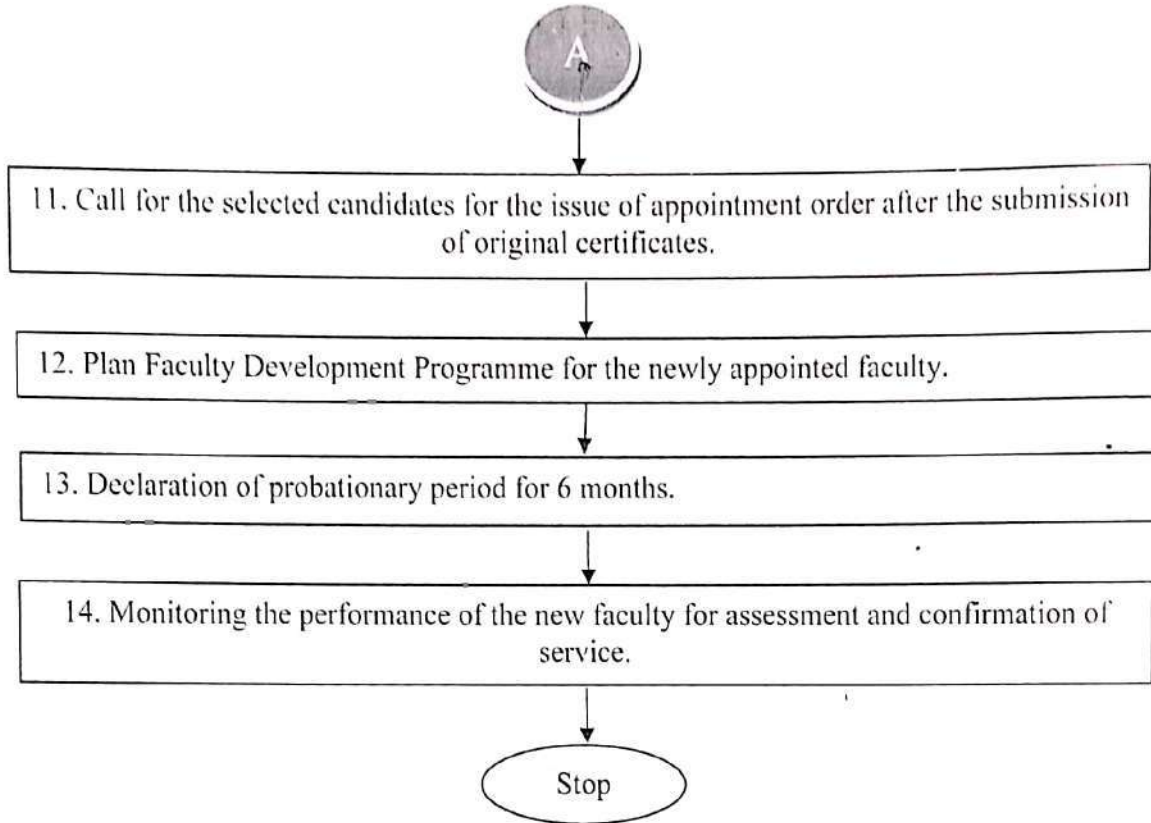
  
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**Annexure V  
Recruitment Process**





**Note:** 1. The guidelines are mostly in accordance with the UGC / Government of Tamil Nadu / Parent University.

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**Annexure VI**

**Report Format for  
Conference / Seminar / Workshop / FDP / Refresher Course / Training /  
Industry Visit / Academic Visit / Guest Lecture  
Organized / Participated**

Faculty Name: -----

Designation: -----

Department:-----

**Subject: Requisition to avail On Duty.**

Dear Sir / Madam,

It is humbly requested that I may kindly be permitted to attend  
(seminar/conference/workshop/FDP/Training programme ) organized by -----  
-----  
-----

---I have enrolled my name and would really like to learn new things from this which would help me  
improve professionally. Kindly permit me to avail OD for this purpose and sanction me an advance of Rs.  
\_\_\_\_\_/ - for financial assistance.

Thanking you.

**SIGNATURE**

**HEAD**

**PRINCIPAL**


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Image of the Participation Certificate	
Image of the Event Brochure	Photographs of Event – 1 Nos
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*\* Report to be submitted within one week of the completion of the Event.*



**Annexure VII**

**Incentives & Other Benefits for Faculty Members**

The management of Mahendra Arts & Science College introduced the following policy for awarding incentives and other benefits for the Faculty Members to motivate them to involve in R&D / Funding / Consultancy / Knowledge update etc.,

**Category 1: Attending Seminars / Conferences / Workshops outside Tamilnadu / outside India**

1. Registration fee will be paid by the college.
2. On-duty will be extended including a day prior and a day after the programme.

**Category 2: Incentive for completion of Doctoral degree.**

1. Rs. 5000/- for producing doctorates.
2. Rs. 500/- for MPhil /SET/NET completion.
3. Rs. 2500/- hike in salary for completing Doctorate.

**Category 3: Fee concession for faculty's children.**

1. Extension of fee concession to the wards of faculty.

**Category 4: Incentive for admission.**

1. Rs. 5000/- incentive for every admission.

**Category 5: Incentive for paper presentation.**

**Category 6: Incentive for Patents and copyrights.**

  
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**Annexure VIII**

**Statutory Bodies & Functions**

S. No.	Statutory Body/Committee	Mandated by Whom
1	Governing Body	UGC
2	Academic Council	UGC
3	Finance Committee	UGC
4	Boards of Studies	UGC

**Functions of Statutory Bodies**

**1. Governing Body**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government, the Governing Body shall have powers to:

- Fix the fee and other charges payable by the students of the college, on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve institution's new programmes of study leading to degrees and / or diplomas. Perform such other functions and institute committees as may be necessary and deemed fit for the proper development and fulfill the objectives for which the college has been declared as Autonomous.

**Meetings:** A Minimum of Four times in a year

**2. Academic Council**

To review all academic matters of Mahendra Arts and Science College and provide guidance and advice to the college in maintaining high academic standard.

**Meetings:** At least once a year

**3. Finance Committee**

- To be an advisory committee for the Governing Body.
- To consider budget estimates relating to the grant received / receivable from UGC and income from fees etc., collected for the activities to undertake the scheme of autonomy.
- To audit accounts for the above.

**Meetings:** At least twice a year

**4. Boards of Studies**

To review the curriculum and syllabi of the programme / discipline concerned and provide relevant guidance and advice such that the programme /s are always in keeping with current industry requirements

**Meetings:** As Many Times as Necessary

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**Annexure IX**

**STUDENT RULES AND REGULATIONS**

**1. BEHAVIOUR**

The primary objective of education is character-building. Hence, the college lays great emphasis on student's behavior.

- Students should attend college neatly and decently dressed. Boys can wear T-Shirts with collar. Girl students should come in Sarees / Salwar Kameez / Churidhar. They should not come in any other dress.
- Any student found guilty of offending a staff member will be dealt with seriously and if necessary, the punishment may lead to suspension or dismissal the student from the college.
- In the intervals or during the unexpected absence of the teacher concerned, students should remain silence in the class rooms.
- Students should not loiter in the verandah or sit on the steps of the portico and staircase.
- Students are not allowed to roam the campus, when a class is cancelled. They should remain in the class room or in the library.
- Smoking is prohibited inside the college premises.
- Students who are found using drugs or in a drunken state will be summarily dismissed from the college.
- Students should abstain from participating in party and communal politics.
- Students should park their vehicles in the space meant for parking.
- For any function, conference, meeting or any gathering of the kind, students should get prior permission from the Principal.
- The Principal has the absolute right to penalize or suspend or dismiss any student found guilty of gross misconduct inside or outside the college campus.
- Students should attend classes well on time.
- Scribbling on the walls & desks or doing any other kind of damage to the college property is strictly prohibited. Students will be held responsible for any such wanton damage and they will be severely penalized.
- **Mobile phones are strictly prohibited inside the college campus.**

**2. ATTENDANCE**

- Students should be in their seats in the respective classes before the teacher enters the class.
- Students coming late by five minutes or more will not be allowed to attend the class without the permission slip from the Head of the Department.
- Absence for one or more hours during a session will be treated as absence for half a day.
- Calling students from the classroom during the lecture hours, except with the permission slip from the Principal/HOD concerned, is prohibited.

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### 3. IDENTITY CARDS

- Students should wear their identity card duly signed by the Principal. The cards will be issued to them immediately after admission.
- They should wear the ID card inside the college premises. They must be able to produce the ID cards on demand by the Principal or faculty.

### 4. LIBRARY

- Library will be kept open on all working days from 8.30 am to 5.30 pm
- Silence should be maintained in the library.
- No personal belongings of the students like bags, books and bound notebooks will be allowed inside the library.  
Students from UG will be issued 3 books, Students from PG will be issued 4 books and Research Scholars will be issued 5 books, for their ID Card.
- Magazines, Dailies, Booklets and Reference Materials are not for issue.
- Students should check the books when they receive them from the librarian. If there is any damage, it should be reported at once.
- Students should not tamper with / highlight / underline / write in the books.
- Books should be returned on or before the due date. If a student fails to return the book on time, he / she will have to pay a fine of one rupee for each day of delay.
- Students should take great care of the library books. If a student happens to lose any book he / she should pay the current price of the book and a fine decided by the **PRINCIPAL**.
- Students before going on vacation should return the library books.
- Upon completion of the course students must surrender all the borrowed library books in order to get the **No Dues** certificate from the Librarian.

### 5. COLLEGE PROPERTY AND EQUIPMENT

- Students are expected to take proper care of the college property and to keep the premises neat and tidy. Any damage done to the property of the college by disfiguring walls, doors, fitting, breaking furniture etc., is a breach of discipline. The students found responsible will be charged for the loss or damage.

### 6. MEETING OF PARENTS WITH PRINCIPAL / HOD

- Parents / Guardians are requested to meet the Principal / Head of the Department periodically to know about their ward's progress in their studies and behaviour.

  
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**Annexure X**

**HOSTEL - CODE OF CONDUCT**

- All inmates are expected to behave courteously and fairly with everyone both inside and outside the campus.
- All inmates are required to carry their valid Identity Cards issued to them by the Institution whenever they are going out of the Hostel.
- The rooms, common areas and surroundings should be kept clean and hygienic. Notice should not be pasted on the walls / doors and no scribbling is allowed anywhere. Students found to be making hostel premises dirty will be asked to vacate the hostel.
- All the boys are expected to be in the hostel before 9:00 pm and Girls are expected to be in hostel before 6:30 pm. No student is allowed to enter the hostel after the time mentioned herein above. They may be allowed only after making written request to respective wardens.
- If any student wishes to be away from the hostel during the weekend, holiday or any other time, he / she will have to take prior written permission from the respective warden.
- Rooms allotted to the students are their responsibility. The student is responsible for the upkeep of his / her room, hostel and its environment. Students should bring to the notice of the hostel office all the routine maintenance related requirement (Civil, Carpentry and Electrical) to be carried out in their rooms.
- Students should co-operate in carrying out maintenance / repair work and vacate their rooms completely, if the hostel administration so desires for the purpose of its repair and maintenance. On such occasions, the administration will provide alternate accommodation.
- Students are not allowed to watch any pirated unauthorized and banned movies either in their rooms or in the common rooms. Any violation will be dealt with seriously. Punishment for the same will be as per provision of institutional rules.
- The inmate of a room is responsible for any damage to the property in the room during his / her occupancy of that room and hand over the furniture and other material in good condition, when he / she changes / vacates the room / hostel.
- In case of damage or loss of hostel property, the cost will be recovered from the student responsible for such damage or loss, if identified or from all the students of the hostel in case the identity is not established as decided by the warden.
- The inmate shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are additional items other than the above belonging of the hostel in a room, the occupant of the room shall hand over them to the warden, failing which he / she will be charged a penal rent as decided by the warden.

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- The inmate shall not remove any fittings from any other room and get them fitted in his / her room.
- Students are given leave to go home during working days for attending important family functions and on medical grounds after getting prior permission from their student faculty advisor and the residential warden.
- The parents should get prior written permission from the hostel authority.
- Inmates leaving hostel for any reason should get written permission from hostel authorities and also make proper entries in the **Outgoing / Incoming Register**.
- Any Complaint / Repair in inmate utility shall be obtained in the **Complaint register** kept at office & corrective action will be initialized accordingly by hostel authorities.
- Ragging is a Social Crime and as per Supreme Court direction it is prohibited in the hostels, institution campus and even outside the campus. Any violation will lead to filing of police complaint against all the students involved. Ragging, which is **CRIMINAL & a NON-BAILABLE** offence, is defined in legal parlance as; display of noisy disorderly conduct, doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student and includes teasing, abusing, playing practical jokes on or causing hurt, or asking the student to do any act or perform something which such student will not on the ordinary course be willing to do.
- Freshers are advised to bring any incidence of ragging to the notice of the hostel administration without any delay and fear.
- In situation where the person/s committing the crime of ragging are not identified, collective punishment will be given in order to ensure community pressure on the potential ragers not to indulge in ragging.
- Smoking and consumption of alcoholic drink and / or narcotic drugs in the hostel premises including academic areas is strictly prohibited. Students shall not be allowed to enter the hostel premises in intoxicated state. They should also not possess such materials. Students are liable for checking at entrance gates of institution and hostels by security personnel.
- Any hosteller found to be in the state of intoxication or having consumed alcohol or in possession of alcoholic drinks / narcotic substance or in their room will be punished as per the rules and regulations of the hostel.
- The Institution has Zero Tolerance for possession and use of Narcotics substance(s), Ragging & Sexual Embarrassment.**
- Employing unauthorized person for personal work such as washing clothes. Etc., is not permitted.
- Any form of gambling is prohibited in Hostel. Defaulters will invite disciplinary action and / Or fine as decided by hostel administration.

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- Any student who is found to be indulging in undesirable activities such as fights, physical assault, damage to the properties etc., will be liable for one or more punishments:
  1. Expulsion from the hostel.
  2. A record of his / her misconduct to be made in his or her personal file.
  3. He / she may also be fined commensurate with the offence committed.
  4. The privilege of appearing for campus interviews shall be denied, when he / she reaches the final year.
  5. No recommendation shall be given to him / her for studies abroad.
  6. The cost of damage to be fully recovered from him / her together with penalty.
  7. Student found repeatedly involved in serious indiscipline will also not be given conduct certificate from the Institution.
- Inmates should not participate in any anti-national, anti-social or undesirable activity in / or outside the campus.
- No one is allowed to visit the hostels rooms of the students including parents without explicit permission from hostel administration.

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**Annexure XI**

**TRANSPORT RULES**

As most of the students are hailing from remote villages, the college operates transport facility free of cost to students and staff.

1. The students who want to use college transport should register their name & address in the College Transport Office along with a passport size photo.
2. College ID Card should be with the students while travelling in college bus.
3. The Boarding / Dropping point should be given clearly while registering in the Transport Office. The students should not change the boarding / dropping point, or routes without proper permission and such request will not be entertained during the middle of the Semester.
4. All Buses are allotted with students for its seating capacity (60 seats). No standing is entertained & this should be strictly followed by the students.
5. Attendance monitoring is done on daily basis. No late coming is entertained in boarding or dropping points.
6. Every day buses will reach the college premises by 09.00 am & leave by 4.15 pm. All students should assemble in the bus before 4:10 pm without fail. In case of unavoidable circumstances, a waiting time of another 10 minutes is allowed, if due permission is issued by the principal. By 4:15 pm, all buses will leave the college premises.
7. Students who are attending special / extra classes after 4:10 pm should intimate the Transport In-charge and Parents well in advance & they should go home on their own conveyance.
8. Students are requested not to damage the seats or any other parts of the bus during travel, failing which students concerned will be fined and disciplinary action will be taken.
9. Strict discipline should be maintained inside the bus. The students traveling in the bus should not create any disturbance to other students or staff members.
10. All the students / parents are expected to be aware of the transport rules of the college and ignorance of the same will not be an excuse for any dispute / claim.
11. In case of any dispute, the decision of the management will be final and binding.
12. The college can change, alter, amend any of the above rules at any point of time and it will be binding on the students.

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