

# M.P. NACHIMUTHU M. JAGANATHAN ENGINEERING COLLEGE



SUDHANANDHEN KALVI NAGAR, CHENNIMALAI, ERODE-638 112

Approved by AICTE, New Delhi & Permanently Affiliated to Anna University, Chennai.

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## Human Resource Policy

(w.e.f : 1<sup>st</sup> November 2020)

### ABOUT US:

M.P.Nachimuthu M.Jaganathan Engineering College is an institution with a clear vision and objective of providing futuristic education with holistic and scholastic learning. The college was started in 2001 with 22.7 acres, by a great Philanthropist, “Kalvi Kavalar,” “Nesavalan Nesan”, “Udyog Rattan” Thiru. J.Sudhanandhen, with a vision to serve the educational needs of society. The college is approved by AICTE, New Delhi and affiliated to Anna University, Chennai.

Following the foot prints of the legend, the present Correspondent, ‘Bharat Vidya Shiromani,’ Dr.Vasantha Sudhanandhen, leads the institution in a prominent path. Her significant guidance has made this institution to achieve the glorious heights.

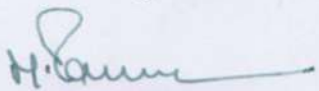
The main scope of this institution is to provide education for the rural students and economically deprived students as per the ardent desire of the Founder Thiru. J.Sudhanandhen. Free education is offered to the meritorious students, and also fees concession is provided every year for the under privileged students.

### VISION:

To be a pioneer technical institution in providing cutting edge technology and scientific research for socio-economic development of the country.

### MISSION:

- To nurture outstanding talents, skills and holistic personalities among the learners through innovative teaching learning methodologies and providing industrial exposure.

  
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- To provide good infrastructure and support for continuous improvement of research, consultancy and entrepreneurial activities.
- To inculcate ethical principles and human values to fulfill the societal and industrial needs.

## QUALITY POLICY

We, at M.P.Nachimuthu M.Jaganathan Engineering College, Chennimalai, are committed to provide comprehensive education to the engineers of tomorrow of our nation through proper resource management on continual basis.

### 1. GENERAL RULES:

#### 1.1 Working Days and Timings:

The College functions from Monday to Saturday every week. The College working hours is from 9.15 AM to 4.35 PM for Faculty and Staff members. The Class timings are between 9.25 AM and 12.35 PM in the FN session. The Lunch break is from 12.35 PM to 1.15 PM and the AN session is between 1.15 PM and 4.25 PM.

#### 1.2 Maintenance of Attendance:


Manual attendance system is followed for both faculty and staff members. Entry time in the morning is before 9.15 AM and exit time is after 4.25 PM. All faculty and staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to make entry in the outgoing register / movement register at Principal office before leaving the work place.

#### 1.3 Late Register (LR):

Late Attendance / Late Register (LR) is followed for the faculty / staff members.

### 2. SERVICE RULES:

The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance of institution.

  
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- The staff members shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, part time job in other concern etc.
- The staff members shall not involve themselves in activities not related to their work during working hours. They have to read relevant magazines, papers, books etc., during working hours.
- The staff members are strongly encouraged to participate in consultancy projects with the permission of the Management subject to the conditions prescribed by the Management.
- The staff members are prohibited from accepting valuable gifts in any form from the Students / Parents / Companies having business transactions with the college.
- The details of Student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.
- Any breach / violation of any of the above Code of Conduct (COC) by the staff or any other act by him / her which is prejudicial to the interests of the institution will make him / her liable to disciplinary proceedings and punishment on enquiry and proof.
- The recruitment to all posts shall be based strictly on merit by the duly appointed staff selection committee.
- Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the department and college, publication of papers in Journals, presenting papers in conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.
- The college provides financial support to faculty members for attending conferences, seminars, workshops and FDPs/SDPs etc. with registration fee and TA/DA.

### 3. LEAVE BENEFIT NORMS:

The leave rules for faculty and staff are circulated for information of all concerned. The members of faculty and staff are informed to strictly adhere to these rules.

#### 3.1 Casual Leave (CL):

Each faculty member shall avail one CL per month subject to a maximum of 12 CL per calendar year. In case of emergency, they can opt for 3 days of CL continuously.

  
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The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of one CL per month, but not exceeding 6 days per semester.

### **3.2 Medical Leave (ML):**

The medical leave may be granted for the employee completing one year service here. The medical leave is allowed when it is supported by a medical certificate to a maximum 8 days per year.

### **3.3 Maternity Leave (MAL):**

Maternity leave may be granted to female faculty and staff members for period of 6 months at the request of the member based on a medical certification from a registered doctor. Beyond one month would be treated as LOP.

### **3.4 Compensatory Leave (CCL):**

Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.

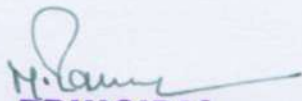
### **3.5 Vacation Leave (VL):**

#### **3.5.1 Summer Vacation:**

- Faculty members who have completed 1 year of experience in our institution are eligible to VL for 2 weeks.
- Faculty members who have less than 1 year of experience in our institution are not eligible to avail VL.
- Non-teaching staff members who have completed 1 year of experience in our institution are eligible for 1 week VL.
- Non-teaching staff members who have less than 1 year of experience in our institution are not eligible to avail VL.

#### **3.5.2 Winter Vacation:**

- Faculty members who have completed 1 year of experience in our institution are eligible to VL for 1 week.

  
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- In case of any emergency vacation leave can be availed prior without affecting regular academic works.

#### 4. ON DUTIES:

##### 4.1 Exam On Duty (EOD):

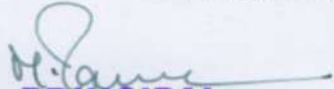
The faculty members shall avail Exam On Duty (EOD) to,

- Attend works related to Anna University, Chennai, is obligatory on the part of faculty members.
- Act as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.
- Act as Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.
- External examiner duty for Anna University Examinations eligible faculty members shall be permitted as per the order received from the Zonal office.
- Central Evaluation Duty for Anna University Examinations approved Evaluators shall be permitted as per the order received from the Zonal office.
- Faculty member(s) shall be permitted as per the order received from the Zonal office for a maximum of 10 days per semester.


##### 4.2 Other On Duty Related to Academic Work (OOD):

The Other On Duty (OOD) may be availed for the academic related works by the faculty like,

- Attend Paper Presentation / National / International Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
- Invited by other Colleges / Organizations for honoring a faculty member for his/her achievements.
- Attend Conventions / Meeting of professional bodies like ISTE, IEEE, CSI, IEI etc.
- Attend Viva voice / Doctoral Committee meetings or writing course work examinations for Ph. D. pursuing research scholars.

  
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- Write University Examinations for B.E / M.E pursuing Staff Members.
- Act as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.
- Faculty members are eligible to avail 10 days OOD in a year.

## 5. FACULTY RECRUITMENT PROCEDURE:

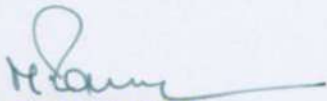
### 5.1 Recruitment Procedures:

- Based on the requirement, HoD has to submit the vacancy position to the Principal. Then, advertisement is given in local and national level newspapers / website.
- Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants.
- The Staff Selection Committee consists, Correspondent, Principal and concerned HoD will conduct the interview. Selected candidates are recommended for appointment.
- The appointment is made after due approval from the Management through the Principal.
- Deserving candidates are offered higher pay.

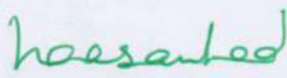
### 5.2 Superannuation and Re-Employment:

The age of superannuation of Faculty would be 65 years and thereafter no extension of services shall be granted. However the institute may re-employ the superannuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, as the case may.

The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 65 years. However there is no provision for re-employment of such category of staff.

  
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### 5.3 Faculty Salary and increment:

#### Disbursement of Salary:

The salary of each staff will be directly deposited in the staff members account in the Indian Bank which is located in Chennimalai. The staff members should give his / her account number to the accounts office. Suitable income tax, EPF if any, will be deducted from the salary and paid to the government. Each member has to sign acquaintance roll maintained by the AO office.

### 5.4 Employees Provident Fund (EPF):

The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will make a matching contribution.

## 6. FACULTY RESIGNATION PROCEDURE:

The staff who would like to leave the institution are relieved on 3 months' notice and preferably at the end of the academic year. Process for the relieving the faculty as follows,

- submission of resignation through proper channel
- obtains no dues certificate
- issue of relieving order

The Management has the right to terminate the services of any staffs who are in violation of the institute regulations or whose performance is thoroughly unsatisfactory.

## 7. PROMOTION POLICIES:

MPNMJEC has established a detailed process for carrier progression for its staff members. The carrier progression for a faculty who join as Assistant Professor, Associate Professor and then Professor. The staff members are promoted considering their educational qualification and experience. The performance of Faculty is monitoring through performance appraisal system annually and carrier advancement. The norms given below,

  
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### 7.1 Engineering Stream:

- Assistant professor to Associate professor (with Ph.D.) - Total 5 years experience of which 2 years shall be after completion of Ph.D.
- Assistant Professor to Associate Professor (without Ph.D.) - Total experience of 13 years after completion of PG Degree. (M.E. / M.Tech.)
- Associate Professor to Professor (Ph.D. along with First class in UG/PG degree is essential) - Total 13 years experience or total 10 years of experience of which 5 years should be as Assistant Professor.


### 7.2 Science & Humanities Stream:

- Assistant Professor to Associate Professor (with Ph.D.) - Total 7 years experience of which 2 years shall be after completion of Ph.D.
- Assistant Professor to Associate Professor (without Ph.D.) - Total 15 years of experience after completion of PG degree.
- Associate Professor to Professor - (Ph.D. with, at 55% marks in PG degree is essential - Total 13 years of experience or total 10 years of experience of which 5 years should be as Associate Professor. The staff members do a self- evaluation of their performance and make a presentation to Panel members.

## 8. STANDARD CONDUCT OF COLLEGE FACULTIES / TEACHERS:

The Standards of Conduct of College Faculty / Teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976) are,

- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He / She shall be strictly honest and impartial in his / her Official dealings.
- No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.

  
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- No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programs and other activities conducive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practical and assessment / Examination / Evaluation work assigned to him/her by the college authorities.
- Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her colleagues and students.
- Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practical, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground
- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.

  
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