



MAHENDRA INSTITUTE OF TECHNOLOGY

(Mahendirapuri, Mallasamudram West, Vadugapalayam Post,
Tiruchengode Taluk, Namakkal District-637503)



HR POLICY

Engineer
Your World



MAHENDRA INSTITUTE OF TECHNOLOGY, MAHENDHIRAPURI

(Approved by AICTE-New Delhi, Affiliated to Anna University, Chennai)

Mahendhirapuri, Mallasamudram (W), Thiruchengode (Tk), Namakkal (DT)-637 503, Tamilnadu

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VISION

To become a premier institution by harnessing human potential in engineering, technology and research and develop competent engineers with a strong concern for ethical and social values.

MISSION

- To impart quality engineering education by leveraging on state-of-the art facilities, resources and eminent faculty members.
- To create a congenial atmosphere for the holistic development of the students and to excel in higher education.
- To inculcate in students strong values, sense of ethics and vision that will prepare them to lead lives of personal probity, integrity and civic responsibility.
- To foster and strengthen the research expertise in engineering amongst the students and faculty for the betterment of the society.

QUALITY POLICY

We, at Mahendra Institute of Technology shall constantly endeavor to achieve excellence in technical education through sound pedagogical methods, enhancing facilities and human resources and producing top-notch professionals with enduring human and ethical values.



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HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year, the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the Heads of department and arrive at the number of faculty members, Lab assistants and administrative staff required with the following guidelines in mind.
- He will consider appointing a Professor to be the Head of every discipline, besides the number of Assistant Professors and Lectures required in accordance with the teacher student ratio prescribed herein.
- The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- He will appoint a selection committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from the neighboring institutions.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled from any or all of the following sources: Advertisements in the Newspapers, Files maintained for storing the unsolicited applications and References.
- If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.
- The committee shall short list the candidates in the following processes: Personal interviews and class room demonstrations.
- The committee shall finalize the short listed candidates and submit their recommendations along with the personal data sheets of the candidates to the Chairman/ Managing Director who in turn will approve the decisions of the committee on the appointment.
- An Offer of appointment shall be released by the Principal through HR.

ORIENTATION

- Every faculty appointed in the college shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- The Principal shall take him/ her to the department of his /her work and introduced to the Head of the department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to



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all the teaching and non-teaching members of his team.

- He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining report, User Id for secured internet accessing facility, Identity card application etc., by obtaining the assistance of the HR team.
- The HOD will assign the subject for the new faculty member immediately.

POSITIONS AND PAY SCALES

- The college will have the following positions of Hierarchy in the teaching departments: Principal, Dean (If necessary), Professors, Associate Professors, Assistant Professors and Lecturers.
- HODs appointment should be decided by the Management.
- In addition, each department shall support staff like programmers, Lab assistants and Attendant.
- The college office will have the following positions of hierarchy in the administrative department: Administrative Officer, PA to Principal, Accountant, office supporting staff and office Assistants.
- The Scales of pay for various teaching positions will be as follows:
 1. Principal and Special Positions Pay as per AICTE norms, commensurate with the qualifications and experience.
 2. Professor- Rs37400-67000 Grade pay 10000
 3. Associate Professor-37400-67000 Grade pay 9000
 4. Assistant Professor-15600-39100 Grade pay 4400/6000/7000/8000
 5. Lecturer-8000-275-13500

DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculties.
- Management can also decide other allowances for Principal, Professor and Special Posts.

YEARLY INCREMENTS

- STAFF members are eligible to the increments prescribed at the end of 9 month service in the institution.
- Additional Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

BENEFITS EXTENDED TO FACULTY AND NON-TEACHING STAFF MEMBERS

- Employee's Provident Fund
- Employee's Group Insurance
- Concession for staff members in Transportation.



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- Preference given to employees' children in admission, Scholarship and concession in fees.
- Providing Financial support to teachers attending Conferences/Workshops and Membership fee of Professional bodies.

INCENTIVES AND REWARDS

- Staff members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.
- For producing 100% results in a theory paper Rs.2000/- Cash award from Mahendra Educational Trust.(MET)
- Department-wise yearly BEST TEACHER AWARD from Mahendra Educational Trust. (MET)

INCENTIVES FOR RESEARCH PUBLICATIONS:

- Consultancy Projects:
Suitable incentive will be granted to the person who takes the consultancy project from an industry/research organization if the income from the project exceeds Rs. 2.5 Lakhs per annum.
- For publication in Journals with impact factor 3 and above-Rs.5000/-
- For publication in Journals with impact factor between 2 to 3 -Rs.3000/-
- Sports activities and awards are also initiated and encouraged suitably.

LEAVE

(a) Casual Leave (CL):

- All staff members are entitled to take casual leave of 1day /month. However the casual leave of forth coming months (Jan-June & July-Dec) also be taken in ad-vance for maximum of three days with prior permission from Head of the Institu-tion. While considering the additional CL for prior months, the Individual Leave Record (Previous year) can be taken into consideration. The special cases on leave requisition will be discussed with the Managing Director for approval.

(b) Permission:

- All staff members are entitled to take 2 permissions of 1 hour each either in the morning (9.20- 10.20 am) or in the evening (3.30 - 4.30 pm) per month. However the permission cannot be availed in a day in which casual leave is taken either in AN/FN.
- Staff members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to ensure and the HOD should follow the same.

(c) Compensatory Leave (CCL):

- Faculty members are eligible to avail CCL in lieu of working for the Institution on a non working day/ general holiday.



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- CCL can be availed only one day/month. On special cases it can be extended to a maximum of 2 days.
- The CCL earned can be availed with in a calendar year.

(d) ON- DUTY (OD):

OD for attending Programmes/Semester

Programme	Total Experience of the Staff members			
	Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 5 years	Above 5 years
Conference	-	1 day	2 days	3 days
Workshop / Seminar	-	1 day	2 days	3 days
FDP / STTP	-	As per recommendation from HOD & approval from Principal		

Note: Staff members who have less than 6 months experience is not eligible for OD.

OD for Exam Duties

Nature of Work	Max No. of days allowed / semester	Details
Hall Superintend for theory exams	7 days	a). 7 full working days (both FN & AN) allowed. b). Additional duties beyond 7 days have to be transferred to other staff members.
External Examiner for Labs	As per order from AU-Zonal office	-
Paper valuation	As per order from AU-Zonal office	-
AU representative	As per order from AU-Zonal office	Only one duty per semester.

(e) SPELL LEAVE

Total Experience of the Staff members			
Less than 6 months experience	Above 6 months but less than 1 year	Above 1 year but less than 6 years	Above 6 years
4 days only during summer vacation	4 days in winter vacation & 7days in summer vacation	7 days in winter vacation & 10 days in summer vacation	10 days in winter vacation & 14 days in summer vacation

Note: Staff and faculty members should note that their spell leave may be converted into CCL subject to the following conditions with effect from 02.12.2011

- The conversion is not possible as a portion, but for the whole period, also only 50% of the days will be added to CCL account of the surrendered spell, based on special permission obtained from the Principal, well in advance with proper justification.



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- The leave earned in such a way can be availed in the same academic year/calendar year as per their option while surrendering the same.

MATERNITY LEAVE

The leave can be granted to all women staff members subject to the following conditions:

1. The maternity leave is limited to a maximum of 3 months only.
2. Should give an undertaking that they will work for two years after rejoining the duty forego the vacation to the extent of 0 days (at 30 days per year) in succeeding summer vacation.
3. Non Teaching women staff members are eligible to avail of 30 days only subject to the above conditions.
4. Paternity leave may be availed under the discretion of the Management.

MEDICAL LEAVE

- Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.
- For other ailments and hospitalization the medical leave will be given on submission of medical certificate and discharge certificate from recognized hospital.

PROMOTIONS

- All promotions shall be considered on the basis of merit cum seniority.
- The Principal shall appoint a committee for promotion in which he shall be the Chairman, with two professors and invited experts from Industries.
- The committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this as per AICTE norms, subject to condition that there has not been any disciplinary action taken against such candidates.
- Under normal circumstances the senior most members of the staff shall be considered for promotion to the next higher level position, provided he/she had completed the years of service in the present position and qualification as prescribed by AICTE.
 1. Professor: PhD with 5 years experience as Associate Professor.
 2. Associate Professor: PhD with 5 years experience as Assistant Professor.
 3. Assistant Professor: Post Graduate Degree in respective Discipline with 2years of experience.
 4. Lecturer: A degree in respective discipline with or without experience.
- Those who are promoted shall be fitted in the Scale of pay applicable to the respective category.

PERFORMANCE APPRAISAL

The objectives of performance appraisal of our institution are as follows:

- Provide feedback of the employees on their performance.
- Assessment of Training needs.



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- Compensation (Increment) decisions.
- Bench mark for Promotions.
- Personal development of the employee.

The HR team will be responsible for the performance appraisal process, which will also provide guidance on conducting appraisals, will coordinate timely execution on the same. HR also imparts skill to concerned evaluators for executing on an objective on impartial basis. All performance appraisal evaluations are monitored by concerned Heads of the department (HODs). The evaluation scores are used to determine the annual increment and their promotions.

DISCIPLINE AND GRIEVANCE PROCEDURE

DISCIPLINARY PROCEDURE

- Any teacher who is violating the code of conduct defined in the code of conduct for Teachers in subsequent page of this manual will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Director.
- If Teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- The Principal shall report the proceedings periodically to the Chairman/ Managing Directors.

GRIEVANCE PROCEDURE

- The Principal shall constitute a Grievance committee to redress the grievance of the teaching and Non-teaching staffs.
- Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the committee.
- The grievances shall be redressed immediately by the committee and by the Chairman/ Managing Director.
- A committee member shall record and maintain the minutes of the meetings.

CODE OF CONDUCT FOR STUDENTS

COLLEGE WORKING DAYS, TIMINGS & GENERAL RULES

- College working days are from Monday to Friday, and some Saturdays in a month.
- General Timings: 9.20 am to 4.30 pm. Buses will leave the campus at 4.50 pm.



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- Monthly alternate Saturdays are working days and on Saturday, PDC class (till 4.30 pm) will be arranged.
- Students are not permitted to enter the campus after 9.30 am and not allowed to leave the college before 4.30 pm.

Visitors are strictly not allowed during the college hours.

- Visitors - Days & Timings : 10.00 pm to 4.00 pm
- CLASS IN-CHARGES, HODs & PRINCIPAL : Monday to Friday
- Buses are operated for the convenience of the day scholars and students who have opted for availing transport facilities. They can board the bus only at his/her nearest boarding point.

TRANSPORT

- Our college buses cover every nook and corner of NAMAKKAL city and suburbs - so the students staying near the college bus routes are not considered for hostel accommodation.
- No private vehicles are allowed inside the campus. Hence, parents are kindly requested not to provide two wheelers or any other vehicles to your wards to come to the college.
- Day scholars availing transport facilities should board only the college bus which is allotted to them with proper dress code and wearing their ID card before boarding the bus and till getting out of the bus in the evening. They are not allowed to board any bus other than the one which is allotted to them.
- Bus in-charges should keep the name list of the staff and students boarding the bus and note the attendance of the staff and students boarding the bus for which he/she is in-charge in the morning and evening regularly.
- Students are strictly not allowed to use any electronic gadgets like cellphones, i pods, MP3 players, cameras, etc. inside the buses.
- Hostel students are strictly not allowed to board the buses when they are going to their home town or to their local guardian's house and also while returning to college / hostel.

ID CARD

- ID card will be provided to each student with his/her Name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus.



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- Replacement of ID card will be done in the Library.
- If damaged: Fill in the application for replacement of ID card; get it forwarded by HOD and Year
- In-charge and submit the form along with a fee of Rs.200/- for replacement.
- Change of Address: If there is any change in the address or contact number, Parents should come in person, report to the respective year incharge and submit the application for replacement of ID card along with a fee of Rs. 100/-.
- In case of any violation of dress code or disturbance in the class, ID card will be taken from the student and it should be informed to the parents. The ID card will be handed over to the student on the same day with proper warning and advice by the HOD at 3 PM.
- In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

ATTENDANCE

- Eventhoughtherequirement as per Anna University Regulations for completion of a semester, astudent has to attend at least 75% of the classes, the college insists on a minimum of 96% attendance for theory classes and 100% for the laboratory classes, so that (i) students can perform well in the model and university examinations (ii) No one will be detained from writing the Anna University examinations due to shortage of attendance.
- Students can avail a maximum of 4 days leave in a semester. This will help the students to get full attendance and maximum internal assessment Marks. If a student avails more than 4 days leave, he/ she has to give proper explanations during the weekly meeting in the Chairman's chamber.
- Parents are informed about their ward's absence by SMS and phone call by the HODs in the following cases:
 - Absent /Leave
 - Absent for one period in the hourly attendance will be considered as full day absent.

LEAVE REGULATIONS

- All the students should make note of the following leave regulations and are instructed to strictly abide bythese rules while availing leave.



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ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE OFFICE THROUGH THE YEAR IN- CHARGE AND HOD.

- Absence without leave letters will be viewed seriously.
- For Availing One Day Leave:
Leave letter should be submitted on the previous day – Leave letter may be signed by the students themselves.
- For Availing Two Days Leave:
Leave letter should be submitted on the previous day itself with the parents' signature. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.
- For Availing three or More Days leave:
For any family function or on medical grounds, parents should come in person and can apply with all Medical documents for availing leave through the respective HOD and Year In-charge.

Note to Students:

- Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. If they are taking leave, it will be treated as absent for all the days including holidays. (i.e. Leave taken on Friday and Monday will be calculated along with Saturday and Sunday also). Students are not allowed to extend their leave along with any festival or long holidays such as Ayudha Pooja, Diwali, Christmas and Pongal holidays. Half-a-Day Leave is not allowed.

Absence for IAEs 1 - 4, Model Theory Examinations and Model Practical Examinations is strictly not allowed.

Mass absence (i.e. more than 15% of the students) from the class is strictly not permitted. All absentees on that day will be considered - One day leave = 2 days leave.

DRESS CODE

- Dress Code: All the students in the campus should be neatly dressed - on all days including during all Examinations.
- Boys: All the boys are expected to wear self-coloured pants with their shirts neatly tucked in, tie and shoes. Slippers are not permitted. Boys should not have long hair or beard.



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- Girls: All the girls should wear saree or churidhar with lengthy tops below knee level without slit or Anarkali churidhar or churidhar with umbrella cut and dhupatta neatly pinned in 'V' shape. Colouring/bleaching the hair and Wearing leggings (Stretch pants), transparent or net dhupata is not permitted.

BOYS	GIRLS
Do-s	
Neatly dressed.	Neatly dressed.
Wear self-coloured Pants & Shirts neatly tucked in.	Wear saree / churidhar with dhupatta neatly pinned in 'V' shape.
Wear tie after putting the neck button with Black or Brown colour leather shoes.	Wear lengthy tops for Churidhar below knee level Without slit / Anarkali churidhar / churidhar with Umbrella cut.
Do not-s	
Wearing Jeans, Low- hip Pants.	Wearing leggings (Stretch pants).
Short length shirts, T- Shirts.	Wearing transparent net dhupata.
Wearing Slippers.	Churidhar with slit.
Wearing bangle or bracelet, ring or stud in the ears.	Short tops and tops with net sleeves.
Coloring / Bleaching the hair.	Coloring / Bleaching the hair.
Having beard or long hair.	

CODE OF CONDUCT FOR FACULTIES

1. Faculties shall be at the appointed classroom at the appointed time without any exception.
2. Every faculty shall take attendance at the beginning of the teaching session.
3. Every faculty shall close the hour punctually at the end of the session.
4. A faculty finding a student committing any act of misconduct in the classroom or in premises, shall immediately take appropriate action, which shall be taking correctional action if it is with his / her power or reporting the matter to the Principal.
5. Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
6. Faculties and staff members shall not engage themselves in other activities /businesses, which affect their effective contribution in the Department and the college.



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7. Faculties and staff members shall not receive gifts on any kind from the students or their parents for any favoritism.

Faculties shall maintain a respectable work conduct in terms of:

1. Preparation for the particular day's classes, with latest information added to earlier course content.
2. Keeping all teaching aid material required for conducting the class in an orderly manner.
3. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
4. Following up assignments and tests given to the students, evaluating in time and giving feedback to the students.
5. Ensuring the orderly arrangement of class room and its cleanness with the help of students and the cleaning staff, wherever appropriate.
6. Obtaining the prior sanction for leave of absence and forwarding the students of such absence as a measure of courtesy.

Faculties shall observe good personal conduct in terms of:

1. Not using any abusive language towards students, fellow teachers, parents and other members of public.
2. Not entering into quarrels, fights or any act of disrespectable nature.
3. Not engaging any activity of business inside or outside the college premises, including money lending, canvassing for the sale of any article or distribution of any commodity.
4. Strictly not to affiliate with any political organization this might cause conflict of interest with the duties of the teacher and the reputation of the institution.

ETHICAL STANDARDS FOR FACULTIES

- A FACULTY shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.
- Shall have a sense of belonging to the Institution.
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional acumen.
- Shall wear a respectable attire, benefiting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which



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might provoke a sensation or ill feeling of any sort.

- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

DECENTRALIZATION IN WORKING

Dean (Academic)

1. To verify and sign the log books of the faculty members regularly on the completion of each unit.
2. To attend class committee meetings at least twice to a particular class in a semester.
3. To go rounds to inspect the teaching learning process in the class rooms and the laboratories.
4. Sanctioning the casual leave to the teaching and non teaching staff.
5. To perform such other duties as assigned by the Principal and Management.
6. To go rounds to inspect the teaching learning process in the class rooms and the laboratories.
7. Collecting student progress information like internal test marks and attendance to pass on the same to office.
8. Suggesting remedial measures to improve class marks and attendance of students.
9. Preparation internal test time table.
10. Supervising smoother conduction of internal tests.

Head of Department

1. Responsible for smooth conduct of department academic and administrative activities
2. Supervise the smooth conduction of classes and get the daily attendance.
3. Conduct the weekly meeting to discuss the progress of departmental activities of students and faculty.
4. Sending formal progress report of students to parents.
5. Focusing on developmental works of department.
6. Organizing seminars, workshops, faculty development programme, symposiums and international conferences.
7. Arrange special coaching for weak and students with arrears.
8. Sending requisition letters for project works in plant training to the companies and industries.

Faculty Advisors

1. Collect the daily attendance of the class.
2. Collect the test marks of all the subjects of the class.
3. Inform the progress of the students to parents on informal basis for remedial action.
4. Conduct the class committee meetings.



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- 5 Monitoring the disciplinary code among the students.

IN HOUSE R&D AND SEMINORS / WORKSHOPS

- Each Department shall organize at least one Conference / Seminar / Workshop/ Faculty development programs during every academic year.
- Every Department (Engineering, MCA & MBA) shall conduct at least 2 Guest lectures / Special lectures per semester to impart knowledge beyond syllabus.

FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE:

a) **Guest Lecture:** Honorarium for Resource person Rs.3000/- per lecture and this may be increased based on the value of the Resource person.

- Guest house Accommodation will be provided.
- Transport Facility:
 1. Local transport facility will be provided.
 2. Bus /Train (3 Tier AC) fare will be provided for outstation Resource persons.

b) **Symposium:** Maximum Rs.200/- can be collected from the students but not with all the cases.

Management contribution will be

1. Rs.15, 000/- ... for the Dept with intake of 120 students.
2. Rs.10, 000/- ... for the Dept with intake of 60 students.

c) **Conference:** Management contribution will be Rs.10, 000/- for each conference, in the case of International conference the shortage will be duly contributed / supported by the management.

d) **Other General Guidelines:** Only two banners are allowed, one at the stage and another at the college entrance for Conference and Symposium.

A) All financial transactions shall be made only through college account section.

B) No money should be collected from the students for any specific purpose. (Prior permission to be obtained from the Principal for the special cases).

FACULTIES HIGHER EDUCATION: (M.E. / M.Tech. / Ph.D.)

- Faculty members interested in pursuing Higher Studies (M.E. / M.Tech. / Ph.D.) on Part-Time basis shall submit an application to the Management through the Principal seeking permission for registration.
- The College shall grant 3 ODs per semester to the Ph.D. scholars to meet their Supervisors for any discussion related to their research, in addition to the ODs for writing the course work examination at the end of the first/second semester. The faculty member who is in the verge of completion of his/her research work and ready to submit the thesis, shall be granted a special leave of 2 months to



MAHENDRA INSTITUTE OF TECHNOLOGY, MAHENDHIRAPURI

(Approved by AICTE-New Delhi, Affiliated to Anna University, Chennai)

Mahendhirapuri, Mallasamudram (W), Thiruchengode (Tk), Namakkal (DT)-637 503, Tamilnadu

www.mahendratech.org, Ph:- 04288 - 325777

enable him/her write the thesis. This may be decided by the Management based upon the recommendation of the Principal on case-to-case basis.

TEACHING ASSIGNMENTS

- The college permits its teachers to take up teaching assignment with other Educational institutions / Industries subject to the approval of Chairman / Managing Director / Principal.
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or Non-teaching assignment in another institution whether for remuneration or on honorary basis.

INCENTIVES – STUDENTS

The Management is pleased to announce the following incentives and awards for students studying in the campus.

- There will be a BEST-OUTGOING STUDENT AWARD.
- There will be a BEST STUDENT AWARD. (department wise)
- There will be a BEST PROJECT AWARD.
- There will be a BEST PERFORMANCE IN SPORTS.
- There will be a BEST PERFORMANCE IN CULTURAL.
- There will be free personality development. Entrepreneurship, Ethics, Communication skills, computing skills and Placement specific programs for students.
- There will be free and subsidized add-on skill programs as per Industries requirements.
- BEST R&D initiative awards will be given to Faculty and Students and
- There will be BEST Coordinator, Social worker, Orator, Singer, Writer, Poet and Team Leader awards for their outstanding contributions.
- Group Insurance for all students

Principal

Chairman