



M.A.M School of Engineering

(An Autonomous and NAAC Accredited Institution)

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.
Siruganur, Trichy -621 105.

HR Policy

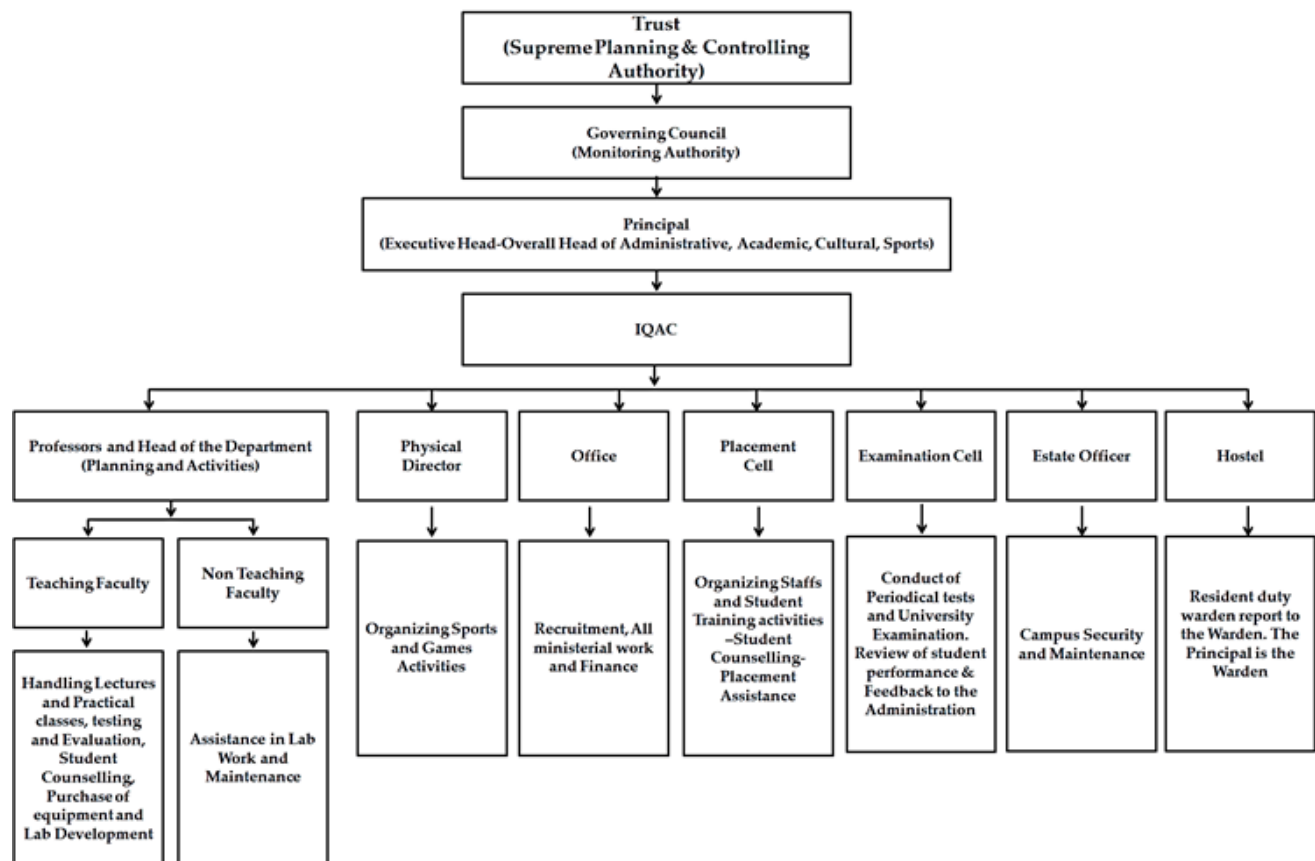
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1. Brief History of M.A.M School of Engineering

M.A.M. School of Engineering, Siruganur, Tiruchirappalli is patronized by Maluk Educational Health and Charitable Trust. The trust has committed itself to the cause of education and pays special attention to impart technical education to the socially, educationally and economically backward communities.

The college was established on July 2010 with the approval of Tamilnadu Government and All India Council for Technical Education and is affiliated to Anna University, Chennai. In this competitive environment in the engineering education, MAMSE proves its commitment to provide quality education to their students.

2. Organization Chart



3. Governing Council

- The Governing Council of the college is the supreme administrative body.
- It is constituted as per the norms fixed by AICTE, New Delhi /Anna University
- The Governing Council approves the mission and strategic vision of the institution, long term business plans and annual budgets in accordance to meeting the interests of the stakeholders.
- The council ensures the establishment and monitoring systems of control and accountability including financial & operational controls, risk assessments and internal grievances.
- Governing Council monitors the institutions performance as per the approved plans.
- The Governing Council ensures the achievement of the mission and vision of the organization; Promotion of future academic plans and research activities by providing direction for implementation and overall monitoring of the activities.
- Governing Council must approve the budgetary allocation towards infrastructure, staffing and R & D.
- The Chairperson is responsible for leading the governing council& its effectiveness and should ensure that the institution is well connected with the stake holders.
- The Chairperson supports the head of the institution in execution of the programmes.
- Frequency of meeting of the Governing Council is minimum two times a year or whenever needed.

4. Recruitment Policy

Human Resource is the backbone of our Institution. Our recruitment policy aims to identify, recruit, nurture, retain and facilitate the teaching and non-teaching staff members.

4.1 Recruitment Process

The various stages of recruitment process are,

- Identification of Vacancy
- Advertisement of Vacancy
- Shortlisting of Candidates
- Formation of Interview Panel
- Conduction of Interview and Approval of selection.
- Training/Orientation/Induction of new recruits.

4.1.1 Identification of Vacancy

The requirement of manpower (teaching and non- teaching) shall be prepared before the last working day of each semester by the concerned HOD based on teaching load calculation and student-Teacher ratio (as per AICTE and Anna University guidelines) and forwarded to the Principal.

Principal will scrutinize and finalized the required man power. The consolidated manpower requirement is then sent to Management for approval.

4.1.2 Advertisement of Vacancy

After obtaining the Chairman's approval, the advertisements for applications to the vacant posts will be placed in leading news papers and online sources.

4.1.3 Shortlisting of Candidates

After the receipt of the applications, the department HOD shall shortlist the candidates based on the educational qualification, experience, location of residence and other parameters. The shortlisted candidates are called for the Interview.

4.1.4 Formation of Interview Panel

The Interview Panel is formed based on the department, positions and category of staff. Principal of the college will be the chairman of Interview panel. He shall nominate department HoD, Senior faculty member, External subject expert for the panel. Chairman or his representative will be also part of this panel.

4.1.5 Conduction of Interview and Approval of selection.

Each members of the interview panel assess the candidate's performance. The average marks of all members' assessment will be considered for selection. The selection list will be sent to Chairman for approval. Upon his approval, the candidates will be informed to join the institution in the scheduled date.

4.1.6 Training/Orientation/Induction of new recruits.

All the new recruits irrespective of positions, will be briefed about Institution's HR policy. Based on their level of expertise and need for Upgradation of skills, the orientation or training will be provided.

5. Code of Conduct

- Staff must maintain high standards of punctuality, honesty and professional ethics.
- They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
- Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- All staff of the college should maintain harmonious relations with other staff and students.
- Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- All staff should follow the instructions and directions of the authority.
- All staff should constructively contribute toward the development of the college and university.
- All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
- All staff shall extend their services for the welfare of the community & society at large.
- All staff should properly maintain the records of respective portfolio.
- All staff should make an effort for the continuous development through training programs, workshops and research and development activities.

- 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.
- Every Staff member shall attend all the department and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- Faculty shall avoid the use of any abusive language towards students, fellow teachers, parents and other members of public.

6. Promotion Policy

- Assistant Professor, Associate Professor and Professor are the three different cadres of teaching staff.
- Promotion from one cadre to another is depends on the qualification, experience, research publications and other achievements.
- AICTE guidelines are followed for these promotions. Along with the guidelines, their contributions to the development of institution will be also considered.
- The Essential guidelines for promotion are given below:

Sl.No	Designation	Eligibility Criteria
1.	Associate Professor	ME/M.Tech with Ph.D. with 7 years of service out of which 2 years shall be after Ph.D. and recognized as Anna University research Supervisor.
2.	Professor	M.E/M.Tech with Ph.D with 15 years of service, recognized as Anna university research Supervisor and guided successfully at least one Ph.D research scholar or 15 years of service with 6 SCI Annexure I Journal.

7. Resignation Policy

- A staff will be at liberty to tender his/her resignation from the services, in compliance with the conditions as laid down in the appointment order.
- Normally, a circular will be issued during Mar/April and Sep/Oct of every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next Semester. The staff who are not willing expresses their willingness to continue will be relieved from duty at the end of the last working day of the respective semester after they complete the work, assigned to them.
- Those who do not intimate at the time of circular period will be deemed to continue in service, provided that the Management desires their continuance. They have to continue their service till the end of the academic year and will be relieved only after the last working day, if they desire so.
- Those who wish to resign on any grounds in between shall produce three months' notice or three months salary in lieu of notice to the Management through the principal in writing.
- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee, before collecting the No-Dues certificate from all concerned departments will be required to hand over charge as directed by the Principal which includes all official Documents, Records, Library books, Project details including funded project details, Table and shelves keys to the concerned authorized faculty.
- The Management reserves the right to terminate the services of any employee at anytime without giving prior notice and without assigning any reason thereto.

8. Staff Incentives and Welfare

- Boarding and Lodging shall be provided at nominal prices at the college hostels.
- Sabbatical leave shall be provided for upskilling.
- Performance incentives and salary increments shall be provided every year.
- Financial assistance will be provided to attend the conferences, workshops, FDPs and other skill development activities.
- Financial incentives, awards and support will be provided for research publications, Projects and Patents.
- Tuition fees concession to the wards of employees will be provided.

9. Leave Rules

9.1 Casual Leave

An employee shall avail 12 days of Casual Leave per year.

9.2 Compensation Leave

The faculty members who works on special assignments on holidays and beyond the extended working hours of working day, shall avail the compensation leave, subject to Principal approval, within 30 days from the date of work.

9.3 Maternity Leave / Paternity Leave

Any employee of the institution, who has completed at least one year of continuous and satisfactory service, after the completion of the probation period, is eligible for Maternity/Paternity Leave (ML/PL) for a maximum of 60 days for ML (Sixty days)/ 15 Days for PL (Fifteen Days) subject to prior approval of the Principal and Correspondent.

9.4 Medical Leave

Treatment and Hospitalization for serious complaints will be decided on the merit of Individual case.

9.5 Vacation Leave

25 days of vacation in an academic year is divided into two spells with the first spell extending up to 10 days in the winter session and the remaining 15days in the summer session as the second spell.