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1. INTRODUCTION

This HR policy handbook serves as a comprehensive guide for employees of Mahendra Engineering College for Women, Kumaramagalam, Thiruchengode, outlining organizational expectations, rules, procedures, and benefits. It ensures consistency, transparency, and compliance, while also fostering a positive work environment, promoting fairness, and providing guidance for conflict resolution and employee development.

2. COLLEGE VISION, MISSION & QUALITY POLICY

VISION

- To be a value based globally recognized institution ensuring academic excellence and fostering Research, Innovation and Entrepreneurial Attitude.

MISSION

- Student centric institute imbibing experiential, innovative and lifelong learning skills, addressing societal problems.
- To inculcate entrepreneurial attitude and values amongst learners.
- To promote a safe, orderly, caring and supportive environment.
- To create a challenging learning environment that encourages high expectations for success through development.

QUALITY POLICY

- Our commitment lies in offering quality education and well-equipped infrastructure to rural women, making women's empowerment our sole priority as we strive for excellence.

3. HUMAN RESOURCE PLANNING

- Human resources is an important component in every Institution. The principal shall assess in April every year, the staff requirement for the subsequent academic year.
- He/She will obtain the staff requirement lists from all the Heads of Departments and arrive at the number of Faculty members, Lab Assistants and Administrative staff required with the following guidelines in mind.

- He/She will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the faculty-student ratio of 1:20.
- He / She will appoint a Selection Committee for recruitment in each discipline, composed of the Principal, HOD, and the Department's Advisors/Experts from high-performing Institutions and Industry.

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/Website/Social media and through References.
- If the Committee deems it fit, may also conduct Walk-in Interviews to augment the required candidates.
- The Committee shall shortlist the candidates in the following processes: Personal interviews and Classroom demonstrations.
- The Committee shall finalize the shortlisted candidates and submit their recommendations along with the personal data sheets of the candidates to the Chairman/Managing Directors who in turn will approve the decisions of the Committee on the appointment.
- An Offer of Appointment shall be released by the Principal.

ORIENTATION

- Every faculty member appointed in the College shall be given an Appointment Order. He/she may be given a brief introduction about the College by the Principal on the day of her/ his joining.
- The Principal will introduce the newly joined faculty member to the Head of the Department.

- The HoD will give a brief introduction of the Department and will introduce the new incumbent to all the teaching and non-teaching members of her/ his department.
- The HoD will also ensure all the registration formalities, including submission of Joining Report, User ID for secured internet accessing, and Identity Card application etc.,
- The HoD will assign subject(s) to the new faculty member(s).

4. POSITIONS, PAY SCALES AND WORKLOAD

- The College will have the following positions of hierarchy in the teaching departments: Principal, Dean (If necessary), Professors, Associate Professors, and Assistant Professors.
- HoDs are appointed by the Management in consultation with the Principal.
- Each department shall have Support Staff like Programmers, Lab Assistants, and Attendants.
- The College office will have the following positions of hierarchy in the Administrative Section: Administrative Officer, PA to Principal, Financial Officer, Accountant, HR Manager, Admission Officer, Training and Placement Staff, Library Staff, Office Supporting Staff and Office Assistants.
- The Scales of Pay for various teaching positions is as per AICTE norms.
- The Total Working hours for our Institution shall be 35-40 Hours/Week. The Teaching Workload (Actual Contact Hours) shall be: 8 Hours/Week for Professor; 12 Hours/Week for Associate Professor and 16 Hours/Week for Assistant Professor.

DEARNESS ALLOWANCE

- In addition to the basic salary, monthly dearness shall be extended to the Teaching Staff.
- The Management can also decide on other allowances for the Principal, Dean, Professors, and Special posts.

INCREMENTS

- Faculty members and Non-Teaching Staff are eligible for the increments prescribed at the end of one year of service in the Institution.

BENEFITS EXTENDED TO FACULTY MEMBERS AND NON-TEACHING STAFF

- Employee's Provident Fund
- Group Insurance
- Concession for Staff members in Transportation.
- Preference given to Employees' Children in admission and concession in fees.

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.1000/- Cash award from Mahendra Educational Trust (MET).
- Department-wise yearly BEST TEACHER AWARD from Mahendra Educational Trust (MET).
- Sports activities and awards are also initiated to encourage suitably.

5. LEAVE

(a) Casual Leave (CL):

- All Staff members are entitled to take Casual Leave of 1 Day per Month. If CL is not availed in the previous months, a cumulative number of days of CL may be availed in the subsequent months to a maximum of three days.
- When Casual Leave is required more for than one day for unavoidable situation but not having CL credit from the previous month, a special request may be submitted to the Principal. While considering the additional CL, the Individual Leave Record (in previous year) can be taken into consideration.
- If Faculty members availed leave on Saturday, they have to report to duty compulsorily on Monday. If they fail to report, all three days (Saturday to Monday – 3 days) will be taken as leave. Before or After Sunday / Declared / Government holiday, faculty should be present to the duty.
- Faculty members should report to the College before engaging in any On-Duty when they are on CL / CCL.

- Faculty members availing leave should make alternate arrangements for classes and HoD should have a follow-up of the same.

(b) Permission:

- All Staff members are entitled to take 2-permissions of 1-hour each either in the morning (9.30 - 10.30 am) or in the evening (3.30 - 4.30 pm) per month. However, the permission cannot be availed on a day in which Casual Leave is taken either in AN / FN, and also both permissions should not be availed on the same day.
- Faculty members availing permission in the morning should ensure that their classes are engaged on time. It is the responsibility of the faculty to make alternate arrangements for classes and HoD should have a follow-up of the same.

(c) Compensatory Casual Leave (CCL):

- Faculty members are eligible to avail CCL in place of working for the Institution on non-working days / general holidays.
- CCL can be availed only one day per month. On special occasions, it can be extended up to 2 days subject to the approval of the authorities concerned.
- CCL can be earned by CCL credit for which faculty members shall apply. CCL credit is subject to approval and biometric data verification.
- CCL earned can be availed within 365 days from the date of the CCL credit approved date.

(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
<ul style="list-style-type: none"> Hall Superintendent for Theory Exams 	<ul style="list-style-type: none"> Order from AU 	<ul style="list-style-type: none"> 7 Full working days (both FN & AN) for the faculty having less than 3 years experience Additional duties beyond 7 days have to be transferred to other staff members.
<ul style="list-style-type: none"> External Examiner for Practical Exams 	<ul style="list-style-type: none"> Order from AU 	<ul style="list-style-type: none"> One order per semester from AU office
<ul style="list-style-type: none"> Paper valuation 	<ul style="list-style-type: none"> Order from AU 	<ul style="list-style-type: none"> 7 days per semester
<ul style="list-style-type: none"> AU representative 	<ul style="list-style-type: none"> Order from AU 	<ul style="list-style-type: none"> 7 days per semester
<ul style="list-style-type: none"> AU Squad duty 	<ul style="list-style-type: none"> Order from AU 	<ul style="list-style-type: none"> Approval from the Principal

(e) SPELL LEAVE

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

- **Note:** Faculty members and Staff should note that their spell leave may be converted into CCL subject to the following conditions:
- The conversion is not possible as a portion, but for the whole period. Also, only 50% of the days will be added to the CCL account of the surrendered spell, based on special permission obtained from the principal, well in advance with proper justification.
- 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.

(f) MATERNITY LEAVE

- Leave can be granted to all Women Staff members subject to the following conditions:
- The maternity leave is limited to a maximum of 3 months.
- Such Staff should give an undertaking that they will work for two years after rejoining the duty.
- Non-teaching women staff members are eligible to avail of 30 days only subject to the above conditions.
- Maternity leave may be sanctioned based on the discretion of the Management.

(g) MEDICAL LEAVE

- Medical Leave for Treatment and Hospitalization for serious complaints will be decided on the merit of an individual case.
- For other ailments and hospitalization, medical leave will be considered on submission of a medical certificate and discharge certificate from a recognized hospital.

6. PROMOTIONS

- All promotions shall be considered based on merit cum seniority based upon the requirement and recommendations from HODs.
- The Principal shall constitute a committee to recommend promotion in which he/she shall be the Chairman, with two Professors and External Experts from Industries/reputed Institutes.
- The committee shall consider recommendations for the promotion of teaching staff to the next higher position based on the guidelines as per AICTE norms, subject to the condition that there was no disciplinary action 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 has completed the required years of service in the present position and qualification as prescribed by AICTE.
- **Professor:** Ph.D with 10 years of experience out of which 3 years experience as Associate Professor.
- **Associate Professor:** Ph.D with 8 years experience as Assistant Professor and 2 years of post-PhD experience.
- **Assistant Professor:** Post Graduate Degree in respective Discipline with or without experience.
- Those who are promoted shall be fitted in the Scale of pay applicable to the respective cadre.

PERFORMANCE APPRAISAL

The objectives of Faculty performance appraisal are as follows:

- Provide feedback to the employees on their performance.
- Assessment of Training needs.
- Personal and professional development of the Faculty members.
- Compensation (increment, incentives), Promotions, etc.
- The HODs will be responsible for the performance appraisal process with an objective of impartial basis. The evaluation scores are used to describe the performance and

recommend for improvement if any, additional training and learning if required, and eventually annual increments, incentives, promotions, etc.

7. RETIREMENT & RESIGNATION

RETIREMENT

- The faculty members will retire from their service at the age of 65 years as per AICTE/UGC norms. The non-teaching and other staff will retire from their service once they attain the age of superannuation per the State Government norms and the policies stipulated by Mahendra Educational Trust from time to time.

RESIGNATION

- A staff will be at liberty to tender his/her resignation from the services of MECW in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during Jan/Feb every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.
- If a staff intends to resign from the services of the college, the following conditions would apply:
 - The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Competent Authority through the proper channel.
 - The employee has to give either three months notice or pay three months salary in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Competent Authority.
 - The employee shall not be granted any leave except casual leave during the notice period.
 - On acceptance of resignation, the employee will be required to hand over charge as directed by the Principal which includes handing over all official Documents, Records, Library books, Project details including funded project details, Room, Table, and shelf keys before collecting the No Dues certificate from all concerned departments before release in a prescribed format.

- The employee has to fill up the Provident Fund forms before his/her release, for expeditious settlement of dues.
- All properties of the College should be returned in proper condition to the HoD/ Principal for the issuance of a Reliving Order.

8. CODE OF CONDUCT

CODE OF CONDUCT FOR FACULTY MEMBERS

- Every faculty member shall report to duty on time in a neat and professional dress and mark their attendance in the Office.
- Every faculty member shall go to the classroom with good preparation as per the timetable on time without any exception.
- Every faculty member shall take attendance at the beginning of the teaching session.
- Every faculty member shall teach his / her lesson(s) as per the session plan and involve students in interaction to enable them to understand the lesson(s) taught.
- Every faculty member shall close the hour punctually at the end of the session.
- Every faculty member shall update the course file and related documents, and obtain signatures from the HoD and Principal regularly to maintain the documents properly.
- A faculty member finding a student committing any act of misconduct in the classroom or on premises, shall immediately take appropriate action, which shall be taking corrective action if it is within her span of control or reporting the matter to the HoD and Principal.
- Every faculty member shall attend all the Department and Institutional functions and carry out the responsibilities assigned, by exhibiting the best of their skills and attention.
- Faculty members and staff shall not engage themselves in other activities/businesses, which will affect their effective contribution to the Department and the College.
- Faculty members and staff shall not receive gifts of any kind from the students or their parents for any favoritism
- Faculty members shall maintain a respectable work culture and code of conduct in terms of:
- Preparation for the particular day's classes, with the latest information added to earlier course content.

- Keeping all teaching aids/materials required for conducting the class in an orderly manner.
- Going according to the session plan for the day and completing the syllabus for the semester without any backlog.
- Following up on assignments and tests given to the students, evaluating the scripts in time, and giving feedback to the students.
- Ensuring the orderly arrangement of the classroom and its cleanness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining the prior sanction for leave of absence for students from HoD/Principal.
- Faculty members shall observe good personal conduct in terms of:
- Not using any abusive language towards students, fellow teachers, parents, and other members of the public.
- Not entering into quarrels, fights, or any act of disrespectful nature.
- Not engaging in 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.
- Strictly not to affiliate with any political organization. The affiliation might cause a conflict of interest between the duties of the teacher and the reputation of the Institution.

ETHICAL STANDARDS FOR FACULTY MEMBER:

- Shall live and lead by example in every sphere of conduct particularly to inculcate a good culture in students.
- Shall have a sense of belonging to the Institution.
- Shall have total dedication to the teaching profession.
- Shall always have an urge to excel in the profession.
- Shall wear respectable attire, befitting society's expectations.
- Shall never appear untidy, through style of dressing, grooming of hair, or in respect of any other ornament worn.
- Shall keep up good personal hygiene at all times.
- 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 the public which might provoke a sensation or ill feeling of any sort.

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

9. DISCIPLINE AND GRIVANCE REDRESSAL

DISCIPLINE:

- IQAC organizes a common orientation programme for newly recruited staff and provides awareness on college procedures, do's and don'ts, etc. The HoD will provide all necessary guidelines to the new faculty members and staff.
- If any Teacher commits an act of misconduct or misdemeanor by violating the code of conduct as described above, it can be reported by anyone in writing to the Principal.
- The Principal shall hold a preliminary inquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such inquiry shall be held in the presence of the complainant.
- If the Principal is satisfied with the facts of the complaint on such inquiry, 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.
- Any teacher, who violates the code of conduct defined in the code of conduct for Teachers in the subsequent page of this manual, will be subjected to appropriate disciplinary action by the Principal / Chairman / Managing Directors.

GRIEVANCE REDRESSAL:

- The Principal shall constitute a Grievance Redressal Committee to redress the grievance if any of the Teaching and Non-teaching staff.
- Any teaching or non-teaching staff having a grievance, shall make a representation to the committee.
- The grievances shall be redressed immediately by the Committee, HoD, Principal, and the Chairman/Managing Directors.
- A committee shall record and maintain the minutes of the meetings.

CAMPUS RULES AND ACADEMIC GUIDELINES FOR STUDENTS:

- Engineering is an important profession. The students who join Engineering College must make the best use of the 4-years of their campus life to transform into successful Engineers / Technologists. The following rules and guidelines are framed to provide all students with a comprehensive view of the academic environment that promotes a disciplined and holistic approach to good learning and building successful careers.
- The working days are from Monday to Friday in a week except Govt. Holidays. The Class work will be conducted from 9.30 am to 4.30 pm on all working days.
- Students are expected to be seated in the Classrooms / Laboratories or log in to the online classroom five minutes before the commencement of classes.
- All Students should come to the classes in neat and formal dress with identity cards.
- Students should maintain discipline and silence inside the Classroom / Seminar hall / Laboratory / Workshop, etc., and be involved in learning.
- Every Student should bring a notebook for each theory subject, observation notebooks and records to Laboratory classes regularly as per the timetable.
- Students should sign in to the Log-in Register, submit the Record to the Faculty member, and go to the allotted Work Table / Equipment with Observation notebook during practical sessions to conduct experiments.
- All Students should keep their sitting places neat and spotlessly clean. They should avoid chewing bubble gum, chocolate, etc., inside the Classroom / Laboratory during classes. Whenever they move out of their place/classrooms/labs, they should switch off Lights, Fans, Computers, Printers, etc. All are responsible for conserving energy.
- Each Student is expected to earn 100% attendance by attending all classes and writing all Tests and Examinations to earn good marks.
- Malpractice in Tests / Model Examination is strictly prohibited. If any Student is caught in any kind of malpractice, he/she will be liable to undergo punishment as per college rules and University regulations.
- Students are encouraged to pursue NPTEL/ Swayam online courses to update their knowledge and obtain certificates for transfer of credits to accumulate Academic Bank of Credits

- Every student desirous of placement and career progression must regularly attend the Training and Placement classes to enhance aptitude, communication, coding, and other skills for campus recruitment and writing competitive exams.
- Students should make use of Digital Library, e-journals for learning beyond the curriculum and preparing for presentations in seminars, and conferences, and carrying out Project works.
- Students shall take part in Departmental Technical events, co-curricular and extra-curricular activities, NCC, NSS, Clubs, and societal activities. Students should be involved in organizing functions, events, etc., to develop leadership skills.
- Students shall avail of On-Duty leave to participate in co-curricular activities such as paper presentations, seminars, symposia, workshops, project exhibitions, industrial visits, internships, design contests, and extra-curricular activities such as sports, games, and university athletic events.
- Students should be polite, dignified, neat and obedient. They should not argue with Faculty members and staff. They should have a professional approach and focus on continuous learning to become good engineers.
- Celebrating birthdays and any other religious events on the campus are strictly prohibited.
- Students should not indulge in damaging or destroying the College property. In case of such incidents, those who were responsible for any damage have to compensate for the loss caused to the property, including facing disciplinary action.
- Consumption of drugs, alcohol, smoking cigarettes, tobacco items, etc., on college premises is strictly banned. The defaulters will be dealt with severely as per the rules.
- Ragging is strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per the Anti-ragging rule. Every Student and her Parent must submit the duly filled-in online Affidavit signed by the Student and the Parent, within 2 weeks from the date of college opening.
- The College is a Ragging-free zone. All Students must maintain good discipline and cordial relationships with their co-students, Faculty members, and Staff. Any quarrel,

infighting, or groupism is strictly prohibited. They should behave in an ethical and dignified manner.

- Students are advised not to bring any valuable items to the College. They should take care of their belongings.
- All Students are advised to make the best use of the facilities in the College to improve their knowledge, achieve 100% pass, and enhance their communication skills, and soft skills to excel in their academics and start a good career

HOSTEL RULES AND GUIDELINES FOR STUDENTS:

- Interested Students shall apply for Hostel Admission and after payment of the fee they can occupy the Rooms allotted by the Warden and should not change the Room at any point of time. They have to bring a bed, bedspread, etc., for their use.
- All students should strictly follow the Mess timing for Breakfast, Lunch, Snacks, and Dinner.
- They should go to Departments to attend classes on time. After Class work, all Students should reach the Hostel.
- Students should wear proper dress while in their Rooms, Mess, and on Hostel premises.
- All Students are advised to dine properly and maintain good health. They are expected not to waste food, water, etc.
- All Students should be inside their Rooms during Study hours and involved in reading, writing, practice, learning, etc.
- Students should maintain discipline and silence inside the Hostel and be involved in learning. Grouping, chatting, whistling, shouting, and wasting time are strictly banned.
- All Students are advised to get up early in the morning, get ready, and be involved in studies.
- Students should preserve and take care of their dress, books, calculators, drawing instruments, data handbooks, and any valuable items properly in their rooms/cupboards safely.

- All Students should keep their Rooms neat and clean. They should avoid chewing bubble gum, chocolate, etc., inside the Room. They should throw the dirt/paper pieces, etc., only in dustbins. Whenever they move out of their Rooms, they have to switch off the lights, fans, etc. All are responsible for conserving energy.
- No Student shall stay in the Room during class hours. However, in case of any health problem, they shall take rest in their Rooms with prior permission from the Warden and HOD.
- They should not use high energy consuming electrical equipment. However, they may use Mobile phones for communication during free time and for study purposes.
- Celebrating birthdays and any other events inside rooms and on the Hostel premises is strictly prohibited.
- Students should not indulge in damaging or destroying the Hostel property. In case of such incidents, those who were responsible for any damage have to compensate for the loss caused to the property. Common fines will be imposed on the students in each floor or wing/block.
- Students should be polite, dignified, neat, and obedient. They should not argue with Hostel staff members.
- Students are permitted to go home during holidays and festival holidays only. During such occasions, they should return to the Hostel on the previous day of the Working day before 7.00 pm or before 8.30 am on the Working day to attend the classes without fail.
- All Students must maintain a cordial relationship. Any quarrel, infighting, groupism is strictly prohibited.
- Ragging is strictly banned everywhere both on the campus and outside. Anybody indulged in ragging and indiscipline activities will be dealt with severely as per the Anti-ragging rule.
- All Hostellers are advised to make the best use of the facilities for their comfortable stay and good learning to improve their knowledge, enhance communication skills, and soft skills to excel in their academics and start a good career

Class Advisors:

- Advise the class of students in all academic, co-curricular, and extra-curricular activities.

- Collect the daily attendance of the class.
- Collect the test marks of all the subjects of the class.
- Prepare consolidated marks statements for each Internal Test.
- Inform the progress of students to parents on a regular basis for remedial action if any.
- Conduct the class committee meetings.
- Monitor the discipline and code of conduct among the students.

CODE OF ETHICS FOR RESEARCH

- The guidelines that govern the basic morality of the work undertaken are mandatory for research and development. Research ethics is defined as doing research work diligently, adhering to basic morality and legality. It is essential to observe a set of accepted principles governing the honesty, morality, objectivity, prudence, openness, respect for intellectual property, confidentiality and collegiality, and anti-discrimination of people involved in research activity. Mahendra Engineering College for Women believes in research ethics and promotes the same at all stages of the organization.

IMPORTANCE OF ETHICS IN RESEARCH WORK:

- Research ethics is necessary. As we are humans living in a society, we have to observe universal human values like honesty, integrity, morality, sincerity, and trust.
- Honesty and Integrity in research work add value and bring fame to the researchers.
- Inquisitiveness and Passion for innovation leads to excellence in research and development.
- Research ethics continuously governs all activities – acquisition of new knowledge, including the search and use of literature and financial resources for undertaking scientific activities, planning and conducting experiments, processing and data analysis, interpretation, evaluation, policy development, dissemination and management of human, animal, material and monetary resources needed to carry out those activities.
- Any query or complaint related to research proposals/projects/publications/patents should be sent to the Principal/Heads to look into the gravity of the issue. He / She has to study it to see if the query or complaint received is on research ethical issue, discuss it with the heads, and resolve the issue.

POLICY FOR PROMOTION OF RESEARCH AND RELATED ACTIVITIES

- To promote research work, enhance publications, patents, participation in international conferences, workshops, etc., the College has prepared a comprehensive policy and guidelines for sanction of incentives/grants to faculty members as described below:

- Paper Publication in Journals:

1). For the papers published by our faculty members in Scopus indexed/SCI Journals, with the name (affiliation) of Mahendra Engineering College for Women, the concerned author(s) is/are eligible for the incentive as described below:

1st Author – Rs.5000 (in free Journals but cited in Scopus/SCI or paid and cited Scopus/SCI Journals).

2nd Author – Rs.3000 (----- do -----)

3rd Author – Rs.1500 (----- do -----)

4th Author – Rs.1000 (----- do -----)

Note :

(i). If the first author is from another college, our faculty member being the second/third/fourth author will also be considered for incentive as above.

(ii). If all authors are from MECW, then Rs.5000 will be paid per paper.

2). For the papers published by our faculty members in the UGC/AICTE listed journals, with the name (affiliation) of Mahendra Engineering College for Women, the following incentives will be provided.

a) 1st Author – Rs.2500 (Free / Paid Referred Journals)

b) 2nd Author – Rs.1500 (Free / Paid Referred Journals)

c) 3rd Author – Rs.1000 (Free / Paid Referred Journals)

d) 4th Author – Rs. 500 (Free / Paid Referred Journals)

Note:

(i). If the first author is from another college, our faculty member being the second/third/fourth author will also be considered for incentive as above.

(ii). If all authors are from MECW, then Rs.2500 will be paid per paper.

3). For the papers published in Mahendra Publications Journal (International Journal of Advanced Science and Engineering) with the name of Mahendra Engineering College for Women, the following incentives will be provided to faculty members.

a) 1st Author – Rs.1000

b) 2nd Author – Rs.500

B. Patent Publication (Maximum Rs.10000 per Patent)

(i) Sole Applicant & the same Inventor (Only one Faculty) from MECW - Rs 10000.

(ii) 1st Applicant & 1st Inventor and entire Team from MECW - Rs 10000.

(iii) 1st Applicant & 1st Inventor from MECW will receive Rs. 5000 and other team members up to 3rd position from MECW – The Second Applicant & Inventor will get Rs.2000 and the Third Applicant & Inventor will get Rs.1000.

(iv) 1st Applicant & 1st Inventor from MECW and remaining team members from other College(s) – our Faculty member being 1st Applicant & 1st Inventor will receive Rs. 5000.

(v) 1st Applicant & 1st Inventor from Other College. The Second Applicant & Inventor from MECW will receive Rs.2000 and the Third Applicant & Inventor from MECW will get Rs.1000.

Note: The incentive includes the publication and examination fee. If the Patent is granted, the Patentee shall submit the details with a request for further incentive.

C. Innovative Projects

- For innovative projects, Rs.10000 will be provided as seed money to each project's Faculty investigator(s) to meet the expenditure towards chemicals, consumables, accessories, testing charges, mini-fabrication, etc., for research work. The faculty member(s) have to submit the Project proposal in the standard format and it will be evaluated by the Expert Committee for recommendation to sanction the grant. The completed project work shall be published as a paper in Journal or it can be patented. The outcome of this project/research work will be useful to the Faculty member(s) to write a major research proposal for submission to Management and External Funding Agencies, seeking higher grants to carry out large-scale research work.

D. Paper presentation at the International Conferences

- The following incentive/registration fee will be given. The faculty member(s) have to submit the acceptance letter and a copy of the Conference Proceedings in which the paper is presented and published in the special issue of a Journal.
 - a) 1st Author ----- Rs.2000
 - b) 2nd Author ----- Rs.1000
 - c) 3rd Author ----- Rs. 500

E. Publication of Books / Book Chapters

- For Books published by our faculty members with the name of Mahendra Engineering College for Women, incentive will be given depending upon the quality of the Publisher.
- First Author – Rs.3000
- For Book Chapters published by our faculty members with the name of Mahendra Engineering College for Women, the incentive is:
 - a) First Author – Rs.1500

F. Completion of Online Certification Courses

- For online certification courses such as SWAYAM/MOOC/NPTEL etc. completed by our faculty members with the name of Mahendra Engineering College for Women with Toppers/Elite+Gold grade, an incentive amount of Rs.1000/ will be given.

G. Others

- The faculty members may submit request for sanctioning registration fee, travel grant for participation in conference/seminar/project presentation/consultancy/IIP, etc., which will be approved by the Management on need basis from time to time.

Notes:

1. The faculty members who are authors of Papers/Books/Book Chapters and Applicants/Inventors of Patent have to submit a hard copy of the published Paper / Patent / Book Chapter to the Principal for review by an Expert Committee to recommend for the incentive.
2. The Project proposal has to be submitted along with a soft copy through email to the Principal for review.
3. The College encourages faculty members to prepare and submit research proposals seeking grants from Govt. / Private agencies.

11. IN HOUSE R&D SEMINARS/WORKSHOPS FUNDING FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE

- Each Department shall organize at least one Conference / Seminar / Workshop/ Faculty development programs during every academic year.
- Every Department shall conduct at least 2 Guest lectures / Special lectures per semester to impart knowledge beyond the syllabus.
 - a) **Guest Lecture:** Honorarium for Resource person Rs.5000/- per lecture and this may be increased based on the Resource person, nature of the activity, etc.
- Guest House Accommodation will be provided.
- Transport Facility:
 - (i). Local transport facility will be provided.
 - (ii). Bus /Train (3 Tier AC) fare will be provided for outstation Resource persons.
- b) **Symposium:** Management will contribute
 - Rs.20, 000/- ... for the Dept. with intake of 120 students.
 - Rs.10, 000/- ... for the Dept. with intake of 60 students.
- c) **Conference:** Management contribution will be Rs.25, 000/- for each conference, in the case of an International conference the shortage of funds 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.
- All financial transactions shall be made only through the College account section.
- No money should be collected from the students for any specific purpose (prior permission to be obtained from the Principal for the special cases).

12. ENCOURAGEMENT FOR FACULTY TO PURSUE HIGHER EDUCATION

- Faculty members interested in pursuing Higher Studies (M.E. / M.Tech. / Ph.D.) on a Part-Time basis shall submit an application to the Management through the HOD and 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 coursework examination at the end of the first/second semester. The faculty member who is on the verge of completing the research work and ready to submit the thesis shall be granted a special leave of 2 months to enable him/her to write the thesis. This may be decided by the Management based upon the recommendation of the HoD and Principal on a case-to-case basis.

13. OUTSIDE ASSIGNMENTS

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

14. AWARDS AND INCENTIVES TO 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 PERFORMER IN SPORTS.
- There will be a BEST PERFORMER IN CULTURAL ACTIVITIES.
- 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 Industry's requirements.

- BEST R&D initiative awards will be given to Faculty and Students.
- There will be Awards for BEST Coordinator, Social worker, Writer, Singer, Writer, Poet, and Team Leader for their outstanding contributions.

15. ACKNOWLEDGEMENT

- I acknowledge the receipt of the MECW Human Resource policy and pledge to adhere to its guidelines.
- I understand that should I have any inquiries about MECW policies at any point, I am to address them to either my immediate superior or the Principal.
- I understand that the MECW policies and associated documents do not constitute an employment contract or a guarantee of specified conditions and benefits. However, I acknowledge that these policies are binding, and I agree to comply with their provisions.
- I also understand that MECW reserves the right to modify, add, or remove provisions from the human resource policies with reasonable notice.