MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY

MELMOI, PALAMANER– 517 408

HUMAN RESOURCE POLICY MANUAL

2022

Preface

The Management of Mother Theresa Institute of Engineering and Technology understands that Principal and Head of the Departments need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and department heads are kept abreast of them.

The Management is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Based on statutory requirements the policy can be changed with the permission of the management. Updates will also be informed to employees by circular & Emails.

Vision of the institute

To promote excellence in the field of Engineering Education, Research and Consultancy which encompasses knowledge, skills and values to produce technically and intellectually competent and socially committed students to become responsible citizens.

Mission of the institute

1. To empower the students in developing professionalism through innovative teaching and learning process
2. To improve high ethical values in engineering and technology through research and consultancy.
3. To promote high standards in education to meet the needs of the society.
4. To impart knowledge and technical skills to enhance intellectual property of primary stake holders.

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BASIC INFORMATION

Name of the Institution : Mother Theresa Institute of Engineering and Technology

Registered Address : Melumoi (P&V)
Palamaner – 517 408,
Chittoor Dist.,
Andhra Pradesh**.**

Name of the Trust : Holy Cross Educational Society

Courses Offered :

The college offers five distinctive departments such as improve.

Degree Programme	Year of Establishment	Total Number of Seats
B.Tech - Civil Engineering	2010	30
B.Tech - Mechanical Engineering	2010	30
B.Tech - Electrical & Electronics Engineering	2010	30
B.Tech - Electronics & Communication Engineering	2010	120
B.Tech - Computer Science and Engineering	2010	120
B.Tech – Artificial Intelligence and Data Science	2021	60
B.Tech – CSE (Data Science)	2021	60

ABOUT THE INSTITUTION

Mother Theresa Institute of Engineering and Technology (MTIET), UNDER the Holy Cross Educational Society, affiliated to the Jawaharlal Nehru Technological University Anantapur (JNTUA), Ananthapuramu, Andhra Pradesh started functioning from the academic year 2010-11 and is located at Melumoi, Palamaner, A.P., half way in between Bangalore and Chennai. With a desire of imparting quality technological education to the rural students and an ultimate vision to maintain global standards in higher learning and research by providing quality education with social relevance in engineering. Sri M. Ravindra Babu, Correspondent and Secretary, is the founder who has developed the institute.

MTIET started with a four year B.Tech. Programme in the disciplines of CIVIL, EEE, ME, ECE, and CSE and at present offers AI&DS also, approved by All India Council for Technical Education (AICTE), New Delhi.

A state-of-the-art houses the laboratories of all discipline with the computer center and conference rooms, library well-stacked with journals, e-sources along with reference books.

The college is committed to making students conscious of their social responsibility through extension and outreach programmes organized by NSS-MTIET unit to enhance students' social awareness and sensitizing towards the upliftment of social related problems by technical solutions to the under privileged sections of the society and also empowering women so that they recognize and fulfill their roles and responsibilities as equal contributors towards nation building.

We mould out professionally competent young engineers to cater the industry needs. The institute implants the value of hard work and social ethics among the students and faculty, enabling them to overcome hurdles in the tramp of their upcoming lives with pride and self-confidence.

Sri M. Ravindra Babu, A leading educationist in A.P

MTIET MANAGEMENT

Holy Cross Educational Society

Holy Cross Educational Society was formed with the objective of foraying into Education field to pioneer the effort of empowering the students of humble background. The Trust felt that the students from the rural society are often denied a fair share in the economic and career growth that an engineering student from the urban society generally enjoys.

The Trust sincerely felt that an engineering institution with a resolve to change the scenario by providing all the guidance and assistance to empower such students to compete with more privileged ones and win would be a real game changer. Holy Cross Educational Society continues to offer broad-based and student oriented courses ranging from Arts, Science, Commerce, Engineering, Management, Education etc.,

QUALITY POLICY:

The Rules and Regulations for governance are framed by the College Academic Committee and the Governing Council.

MTIET GOVERNING BODY

Name	Position
Sri M.Ravindra Babu	Secretary & Correspondent
Smt M.Madavi	Chairperson
Sri M R Sunil	Chairman
Amt M S Anupama	Member
Dr.R.Rajendra Reddy	Advisor, Member
Dr.B.Madhusudana Reddy	Professor, SV University Member
Dr.M L S Deva Kumar	Professor, JNTUA, Member
Mr.B.Gangi Reddy	Industrialist, Member
Dr.M.Lakshmi Kantha Reddy	Principal
Dr.R.Saravanan	Director (Academics)

HUMAN RESOURCE POLICY

The recruitment and selection of staff is highly effective in terms of its rigorous adherence to the policy and procedures laid down by the College Management and it ensures transparency in terms of maintenance of files and records. The process goes as follows:

- Need based assessment of manpower is prepared at the department level by HODs which are scrutinized and finalized by the Principal.
- The principal shall assess the staff required for the subsequent academic year in April every year.
- The consolidated manpower requirement is then sent to Management for approval.
- The principal will collect the teaching and non-teaching staff requirement lists from the respective head of the department.
- As per norms, the Teacher-Student Ratio must be 1:20. In this regards the following cadres (Assistant Professor, Associate Professor& Professor) of Recruitment need to be done accordingly.
- The faculty recruitment process is done transparently by a panel of division chair, department chair, technical & non-technical experts.

RECRUITMENT

- The selection committee shall prepare a job description for the candidate to be recruited.
- The committee shall augment applications in a ratio of 1:3 for every position to be filled, from any or all the following sources.
    - Advertisement in the newspapers
    - File maintained for strong the unsolicited applications.
    - Campus recruitment team
    - College mail ID
    - The committee deemed to be fit may also conduct walk-in interviews for augmenting the required candidates.
- The committee shall shortlist the candidates in the following process.
    - Personal Interviews – (Through online/ in-person)
    - Aptitude Tests, Including Classroom Demonstrations
- The committee shall finalize the short-listed candidates and submit their recommendation along with the personal data sheets of the candidates to the principal, Academic Director and management who in turn interview the candidates and decide on the appointment.
- An offer of appointment shall be released by the Management.
- M.E/ M.Tech 1st Class Graduate is eligible for appointment as Assistant Professor in Engineering Departments. MSc/ MA with additional MPhil qualification, 1st class graduates with qualified

NET/SLET is eligible for appointment as an assistant professor in Science and Humanities Department.

- 8 years of teaching experience, Post Ph.D. with 1st class in B.E./ B.Tech or M.E./ M.Tech with 2 years teaching/ Industry/ Research experience or M.E/ B.Tech from Industry/ Profession with minimum 13 years of experience is eligible for appointment as Associate Professor.
- For Science and Humanities Department, 7 years of experience out of which 2 years shall be after Ph.D. or 15 years after master's degree program is eligible for appointment as Associate Professor.
- Ph.D. with 1st class in B.E./B.Tech or M.E./M.Tech with 10 years teaching/ Industry/ Research experience.
- 8 years of experience in teaching/research in an academic/research position equivalent to that of assistant professor in a university, college/accredited research institution/industry with a minimum of 7 publication in the peer reviewed or UGC listed.
- A minimum of 10 years of teaching experience in university/college as assistant professor/associate professor/professor and/are research experience at equivalent level at university/national level institutions with evidence of having successfully guided doctoral candidates.
- For Science and Humanities Department, Ph.D. with 10 years of experience out of which 5 years of experience as associate professor or a total of 13 years of experience which is eligible for appointment as professor.

ORIENTATION

- Every teacher 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 them to the Head of the Department.
- The HOD will give a brief introduction about the department including Laboratories and introduce the new incumbent to all the teaching and non-teaching members of the Department.
- The HOD will also take him/her on a tour to the campus, explaining to him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure that all the registration formalities, including the submission of the joining report, (all included) with the aid of assistance of the office team.
- The HOD will introduce the new faculty members in the first class he/she is going to handle in every section of his/her assignment.

PROMOTION

- The objective of the promotion policy is to recognize and reward, merit, and competence. It improves the organizational and functional effectiveness.
- Promotion policy "Promotion on the basis of performance evaluation combined with the length of experience" is the promotion policy (Faculty Up gradation Policy) of MTIET.

TERMINATION

Resignation

- A staff will be at liberty to tender his/her resignation from the services of MTIET incompliance 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.

Separation

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 toϖ resign from the services at college to the Competent Authority through proper channel.
- The employee has to give either three months notice or pay three months salary inϖ 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 noticeϖ period. On acceptance of resignation, the employee will be required to hand over chargeϖ as directed by the Principal which includes handing over of all official Documents, Records, Library books, Project details including funded project details, Room, Table and shelves keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.
- The employee has to fill up the Provident Fund forms before his/her release, forϖ expeditious settlement of dues.
- All properties of the College should be returned in proper condition to the HOD/
- Principal for the issuance of Reliving Order.
- The Principal will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a candid feedback.
- All staff leaving the services of the College will be issued a Service Certificate on the date of relief. The Management reserves the right to terminate the services of any employee at anytime without

giving prior notice and without assigning any reason thereto.

STATUTORY OBLIGATIONS FOR ALL STAFF

Identification, Attendance, and Identity Card:

- Pan Card, Aadhar Card & Bank Account No.
- Be on time.
- Every employee shall be provided with an Identity Card indicating his/her name, personnel number and affixed with a stamp size photograph.
- The employee shall show the Identity Card to the security guard on duty at the gate or to any person authorized by the Management, while entering and coming out of the College, and/or whenever asked for.
- Identity Card is not transferable, and breach of this order shall be misconduct and the employee is liable for punishment following the standing orders.
- If the employee loses his/her Identity Card, he/she shall obtain a duplicate Identity Card by paying the necessary cost along with one stamp size photograph for issuance of an Identity Card.
- Every employee, to whom Identity Card has been issued, upon termination/resignation of his/her service or before proceeding on leave preparatory for retirement or allowing his/her suspension from work, surrender his/her Identity Card in the respective Department.

College Timings & Working hours:

- The Institution working time is from 9.30 AM to 4.30 PM and has 6 working periods per day.
- The institution works for six days and a total of 40 hours per week.
- However, the 6th day in the week will be a working day if necessary/if there is a shortage of working days/periods. Commonly second Saturday if necessary will be a working day.
- The office time is from 9.30 AM to 5.00 PM.
- However, the employees may be required to come to college at an earlier time depending upon the special requirements during events such as College Day, Graduation Day celebrations, Inspection (JNTUA, NBA,NAAC) etc., and also during Exam and other special coaching activities.

Leave Rules and regulations for all Staff:

Application for Leave:

- Any application for leave shall be made online through Campus Management System (CMS) in a prescribed leave form to the competent authority to grant leave without fail.
- Leave on Emergency Grounds shall be entertained as a special case. Such leaves shall be brought to the notice of the PRINCIPAL/HOD, before the commencement of the College working hours. Except

for emergency cases, prior approvals need to be obtained from the Head of the Department.

Casual Leave:

- All Teaching & Non - Teaching faculties are eligible for 12 days CL during the academic year. Un-availed leaves can be carried over to the subsequent month, that is one day per month unveiled a portion of leaves are entitled to a subsequent month within the academic year.
- Teaching and Non – Teaching Faculties who have not completed one year of service can avail only on a prorated basis of one day CL a month.
- Saturdays (if not working days), Sundays, and on other Holidays, leaves availed including the suffix/prefix period will be treated as LOP. Only on Emergency, the leave will be treated as Casual Leave.
- In case of emergency, leave intimation should be given through phone.
- Proper job alteration should be made before proceeding on leave.
- In case of emergency leave, HOD should make alternate job arrangements and normal working hours should not be affected.
- The principal will be the leave sanctioning authority for all the HODs, Teaching Faculty, and Nontechnical staff.
- Any Excess leaves availed by the Faculty/Non – Teaching Faculty will be treated as LOP. If it is genuine, the HOD recommends the same to the Principal to sanction that period as Leave.
- Leave / on-duty approval has to be obtained from the competent authority before leaving the campus, with intimation. Otherwise, that portion of leave will be treated as a loss of pay.
- No leave to be availed (prefixed or suffixed) prior/after vacation.
- Vacation and On Duty cannot be combined with CL. If any discrepancies the entire portion of the leave will be treated as LOP.
- Casual Leave not availed in any calendar year cannot be carried over to the next academic year.
- The recognition of the presence of the individual for work is done based only on the signature of the individual in the attendance register kept for that purpose.
- It is the responsibility of the faculty to make an alternative arrangement for the classes missed because of the casual leave. The HOD will monitor and take suitable steps to see that all the classes are engaged. The same should be intimated to the Principal.
- The Teaching/ Non-Teaching staff can avail permission one hour after the college commencement in the forenoon session and the Afternoon session one hour before the closing.

Maternity Leave:

- All women faculty/staff may avail three months of maternity leave twice during their service period, along with three months of full pay and allowance.

- Gents staff members are entitled to 7 days of paternity leave.
- Maternity leave will not be debited to the leave account.

Vacation:

- Faculties who have completed one year of service are eligible for a vacation leave for 30 days. But those who have not completed one year of service are eligible for the vacation only for the period of institution closed.
- The vacation leave can be availed at one 30 days or in part of a minimum of 15 days twice.
- Only intermediate Saturdays, Sundays and Public Holidays will be added to the vacation leave.
- Vacation leave cannot be combined with CL or OD.
- Vacation leave must not be availed during the semester except in case of emergency and with prior permission.
- The vacation leave mentioned above is inclusive of common vacation declared by the Institution at the end of the academic year.

On Duty:

On duty for Faculty will be granted for the following:

- For attending as External Examiner for Practical and Theory Examination.
- Attending Conferences and Seminars on behalf of the Institute.
- Participating in National and International Technical Competitions along with students.
- On Duty leave can also be provided for attending a meeting with AICTE, JNTUA, etc., where a faculty is invited to share his/her expertise with academic bodies and government.
- The faculty on duty is expected to produce proof of attendance to the office concerned immediately on return.
- Faculties are provided on duty for higher studies whenever necessary.

Permission:

- Two permission of one-hour duration each can be availed by the faculty and staff in a month either for the first hour or last hour of the working day and not in between.
- Three Late attendances, lesser than one-hour duration, shall be considered to One Day Loss of Pay.

Medical Leave:

- Medical leave shall be availed up to ten days for Staff members with full pay.
- This leave should be accompanied by Medical Certificate for more than three days.

Marriage Leave:

- All faculty/Staff members may avail of marriage leave during their service period for 15 days with full pay.

FACULTY DEVELOPMENT:

Career Advancement:

- For movement into Grades of Associate Professor and above, the minimum eligibility criteria will be Ph.D.
- Faculty without Ph.D. can go up to the level of Assistant Professor.
- An Associate Professor with a Ph.D. and a minimum of 5 years' service will be eligible for consideration for appointment as a professor.
- For every upward movement, the selection process as per the rules and regulations of JNTUA, to which the institution is affiliated, would be followed.
- The period spent on higher studies is reckoned as experience to award in higher scale.

Higher Studies:

- To grow along with the institute, one/two faculty are granted and sponsored for higher studies in their field at Various Universities. This includes both Doctoral Program Master's degree, and a Undergraduate degree.
- Preference will be given for the Doctoral Programs, followed by Master Degree and Second Master Degree programs on the execution of a bond to the effect that he/ she shall serve the institution for 5 years in respect of Doctoral programs and 3 years in respect of Master's programs and that in case he /she fails to complete the said programs and further that he/she does not serve the institution for the full period as per the bond on return after successful completion of studies. He/she would refund the assured amount as per the bond executed.

Faculty Development Programme, Seminars, Workshops, and Conferences:

- The management encourages all the faculty members to attend seminars, workshops, and conferences and for the selected programs, the faculty members are sponsored with on-duty on that day.
- The faculties are being deputed to faculty development programs, short term/ orientation courses during vacation or non-vacation days without affecting the academic work, preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.
- The period of absence is treated as "ON DUTY" during the period of attending the courses.

Promotion of In-House Research and Development:

- The Institution aims at promoting Research & Development, Consultancy, and such other professional promotional activities, involving the faculty at various levels. It encourages the faculties to undergo In-House R & D activities along with the students.

- The faculty involving in research is encouraged for getting substantial grants for R&D works or for strengthening the infrastructure in the institute.

INCREMENTS, INCENTIVES AND ALLOWANCES

Faculty members are encouraged to take up minor research and development projects by sanctioning the grants to the extent possible when sought and travel grants are sanctioned to faculty to present research papers or attend National or International conferences in India/Abroad.

- AICTE scale of pay with 50% DA Merger.
- As per norms, HRA+CCA+EPF.
- Rs 10,000 per year for Ph.D. holders in Engineering Branches.
- Rs 5,000 per year for Ph.D. holders in Basic sciences.
- Share in Consultancy fees.
- 50% School fee concession to the wards of Faculty members up to 5 years of service and 100% School fee concession to wards of faculty with above 5 years in our group of institutions.
- Free transport for Faculty members.

Faculty Performance Appraisal System (FPAS)

- Faculty Performance Appraisal System (FPAS) is formulated by the institution to evaluate each faculty and based on the results, promotion and increments are awarded to the faculty.

Faculty Performance Appraisal is based on the following Process:

- At the beginning of the academic year, a circular is sent to all the faculty members about Faculty Performance Appraisal System along with various Appraisal Parameters.
- At the end of the academic year, all the faculty members are asked to submit the Faculty Performance Appraisal which is filled based on the guidelines.
- Based on the Evaluation parameters the performance of the Faculty members is self-evaluated.
- The appraisal committee members (Director (Academics) & Principal) discuss with the faculty member about their performance concerning the Self Appraisal Form (SAF) and plans for the growth of the department and institution.
- Based on the discussion with the faculty members and SAF, the chairman will decide the Promotion and Increments for the faculty and also give suggestions for the betterment of their future.

CODE OF CONDUCT

All the employees of MTIET

1. Shall always maintain absolute integrity and sincere devotion to duty and loyalty to the institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
2. Shall abide by and comply with the rules and regulations of the college/trust and all the orders and the directions of the management or his/her superior authorities, under whose superintendence control, he/she is placed.
3. Shall abide by the rules and regulations of the Institution, framed by the management from time to time. Every staff member shall employ himself/herself honestly, efficiently, and diligently under the orders and the instructions of the management and their superiors under whom he/she shall, from time to time, be placed.
4. Shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties. All the staff members are expected to maintain a cordial relationship with other employees irrespective of the department and designation.
5. Shall endeavor to promote the interest of the college and not to act in any manner prejudicial thereto, and shall carry out duties and responsibilities assigned to his/her post and also to carry out any other duties assigned to him/her from time to time.
6. Shall maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
7. Shall discharge all the duties about the office diligently and as required by the administrators. No information related to any individual/firm engaged with the institution shall be divulged to any other employee of the institute/person/concern (relating to the Professional Fees / Salary / Perquisites, etc.)
8. Shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during his duty. The employees must also not consume anything like pan, gutka, or any kind of smoking both inside the campus and outside during On-duties, Educational tours, etc.
9. Shall not leave the college in the middle of the academic year under any circumstances. The request for resignation from the post can be entertained only at the end of any academic year with advance notice of three months or in lieu, three months of emoluments should be paid to the institution.

However, the management reserves the right to terminate your service at any point in time based on the enormity of the reason.

10. Shall not take up any other employment or assignment whether it is honorary or cash or otherwise without the permission of the competent authority. You shall do additional hours of service, as may be required depending on the exigency of work.
11. Shall not join or continue to be a member of any association/organization/political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
12. If any question arises whether a party is a political party or whether an organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of the country or public order or morality, the college and all the staff members shall follow the decision taken by the Government / MHRD / AICTE / UGC / JNTUA.

Confidentiality

- Staff shall maintain the appropriate levels of confidentiality concerning student and staff records and other sensitive matters. They should take care not to discuss issues of particularly sensitive matters within the institute community which could cause distress to institute staff, students, or parents.

Disciplinary Action Policy: (Faculty)

1. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institution and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
2. Normally no formal disciplinary action is taken without informal counseling where the employee is made aware of any shortcomings in standards or behavior, and these shortcomings have been discussed between the employee and the HOD / Principal.
3. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
4. The HOD will outline the cause of concern and the employee will be allowed to state his/her case.
5. HODs are required to provide appropriate prior notification of any allegations and any evidence, following natural justice. A written record of all disciplinary hearings and appeals are kept.
6. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the HOD and the Principal. If the explanation is not satisfactory, based on the committee's recommendation, action will be taken.
7. An employee must set and maintain satisfactory standards of conduct and performance at work.

Employees are clear about the standards that are expected from them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

Conflict of Interest

Evaluations and Educational Experiences with Student Relatives

- To avoid the appearance of favoritism that may result when students engage in formal educational experiences with relatives, and to ensure that students are treated fairly, the following procedures must be followed.

Credit-Bearing Classes

- Faculty can teach relatives in their classes. In such instances, another faculty member must grade the papers/exams and assign a final grade for the course. The instructor and the chair of the department will determine the identity of the other faculty member.

Formal Evaluations

Faculty cannot be involved in any formal evaluation of a relative. This includes but is not limited to:

- Admissions
- Progress evaluations
- Selection of the student for any departmental, College, or University awards

Internet Facility policy:

- All staff members of MTIET must use the internet facility only for office and academic purposes. They must not be involved in sending unsolicited emails through the MTIET internet facility.
- Staff must not download any material from the internet without proper permission from the HOD/Principal or acknowledgment of the source and also, they must not watch unsolicited videos or must not waste the internet resources.