



# HR MANUAL



# MALINENI LAKSHMAIAH Women's Engineering College

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)

Pulladigunta (V), Vatticherukuru (Md), Guntur - 522017, A.P.

## Chapter 1

### VISION AND MISSION OF THE INSTITUTION

**Malineni Lakshmaiah Women's Engineering College (MLWEC)** was established in the year 2008. The institution is located on 11.41 acres at a distance of 6 km from Guntur. It is one of the dedicated providers of higher education in Engineering and Technology for Women, in Guntur, Andhra Pradesh. It is approved by AICTE, New Delhi, affiliated to JNTUK, Kakinada.

#### VISION OF THE INSTITUTION

**To be a pioneer institute in engineering education, fostering academic excellence, and producing empowered women engineers, blended with ethics and values, to serve the society.**

#### MISSION OF THE INSTITUTION

- **To achieve academic excellence through innovative teaching-learning practices**
- **To inculcate self-discipline, ethics and values amongst the learners**
- **To bridge the gap between industry and academia through industry institute interface**
- **To promote higher education, research and inculcate entrepreneurial attitude amongst the learners**

## Chapter 2

### GOALS OF THE INSTITUTION

#### Goals-Short term:

- To introduce new programs at UG and PG level.
- To achieve academic excellence by ensuring 100% pass percentage in the JNTUK, Kakinada Examinations in all courses.
- To enable scholarly vibrant environment for teaching, learning, research, and development for faculty and students for their professional and personal growth.
- Helping students to excel in communication, inter-personal and entrepreneur skills.
- To inculcate the qualities of integrity, honesty, loyalty and patriotism among students.
- Stimulating a desire among students and faculty to make optimum utilization of infrastructural facilities and to serve the society and the nation.
- To encourage innovations and self-employment through Entrepreneurship Development Cell.
- To establish Applied Robotic Control Lab (ARC) in association with European Centre for Mechatronics, Germany & Andhra Pradesh State Skill Development Corporation (APSSDC).
- To collaborate with institute's which have national importance.
- To maintain ISO 9001:2015 Quality Certification towards quality procedures and systems.

#### Goals -Long term:

- To get all programs accredited by NBA.
- To establish R&D centre's in all departments.
- To ensure that all the faculty members possess Ph.D degrees.
- To make the institute as an autonomous institute.
- To improve research activities in the inter-disciplinary areas.
- To achieve 100% Placements for Students.
- To establish Centre of Excellence (CoE) in specific areas in collaboration with Industry/R&D organization through MOUs.
- To transfer the benefits of technology to the society, through incubation/skill development centre's.

## Chapter 3

### QUALITY POLICY

MLWEC committed to impart excellence in technical education and producing responsible citizens and progressive leaders, strive to achieve the institution's goal by:

1. Maintaining state-of-the-art infrastructure and a congenial learning environment.
2. Encouraging the faculty to enhance their knowledge through participation in FDPs like NPTEL and ATAL, Seminars & Conferences etc.,
3. Persuading the faculty to take up R&D activities by publishing innovative papers in reputed journals
4. Encouraging the faculty members to take up consultancy activities.
5. Creating a conducive environment for effective teaching, active learning and research.
6. Encouraging healthy competition among students by rewarding to the top ranking students in the class.
7. Encouraging students to participate in co-curricular like Technical festivals and extra-curricular activities like Sankranti Sambaralu to bring out their hidden talents and managerial skills.
8. Providing training in soft skills, aptitude and personality development right from 1st year onwards.
9. Arranging special training sessions by collaborating with industries, other institutions and organizations.
10. Inculcating moral and ethical values among the students and staff. Encouraging staff and students to participate in NSS activities.

## Chapter 4

### AFFILIATION & APPROVALS

#### COURSES OFFERED

#### ADMISSION PROCESS

##### **Affiliation & Approvals**

Malineni Lakshmaiah Women's Engineering College is approved by the AICTE, Government of India, New Delhi, F.No. 730-50-730 (E)/ET(W)/2008 dated 02-09-2008 and Govt. of Andhra Pradesh. The College has been certified as an ISO 9001:2015 institution.

##### **Courses Offered:**

The college offers three under graduate and two post-graduate programs.

##### **Under Graduate Courses: B.Tech.**

1. Electronics and Communication Engineering
2. Computer Science and Engineering
3. Information Technology
4. Computer Science and Engineering (Data Science)
5. Artificial Intelligence and Data Science

##### **Post Graduate Courses: M.Tech.**

1. VLSI
2. Computer Science and Engineering

##### **Admission Process**

The students are admitted into the above courses of study strictly on the basis of their merit in EAMCET/ PGECET/GATE etc. tests (Category – A) and the guidelines issued by the state government through the counseling conducted by the concerned conveners. The students are also offered direct admissions to Category-B seats in accordance with the provisions/regulations made by the Convener /Government.

## Chapter 5

# SERVICE RULES & ADMINISTRATIVE POLICIES

## Service Rules and Procedures

### 1. Preamble

- a. The following rules shall regulate the service conditions of all Teaching and Nonteaching staff of Malineni Lakshmaiah Women's Engineering College, to all regular appointed in the vacancy post of an approved post.
- b. The Rules shall come in to force with effect from 2009.
- c. The Governing Body of Malineni Lakshmaiah Women's Engineering College is the final authority relating to the appointments, service rules, fixing or adoption of pay scales of all employees of the institution.

### 2. Definitions

- The MPES means "MALINENI PERUMALLU EDUCATIONAL SOCIETY" registered under the Andhra Pradesh Registration of Societies Act. XXI of 1860 with its headquarters at Mulaguntapadu, Singarayakonda and bearing Society No. 388/1991 dated 9<sup>th</sup> October, 1991, which is responsible for the establishment and management of MPES, Mulaguntapadu, Singarayakonda.
- The "GB" means the Governing Body of "MLWEC, Guntur
- The Chairman of the "GB" shall be a member of **MLWEC**.
- "AICTE" means the All India Council of Technical Education, which is an autonomous body of the Ministry of HRD, Government of India.
- "Affiliating University" means the JNTUK, Kakinada responsible for according affiliation to the MLWEC, Guntur.

### 3. Code of Conduct Application

- Every employee of the Institute shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.
- The Principal shall initiate disciplinary proceedings for non-compliance of any employee related to the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time and shall have the

power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

#### **4. General Guidelines**

- Every employee shall maintain absolute integrity and devotion to duty, and be strictly honest and impartial in his / her official dealings.
- An employee should be courteous in his / her dealings with other members of the staff, students and members of the public.
- An employee shall be required to observe the scheduled hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless and otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
- Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
- No employee shall leave the college except with the prior permission of the designated authority.
- All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners.
- All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, religion, or community. Any act or speech against this rule will be considered a serious breach of discipline.
- Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride for their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social, and physical development of all the students.
- Consumption or distribution of alcohol, drugs, or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited. Attending the college in the inebriated condition will be considered as a serious breach of discipline.
- All correspondence addressed to an employee or by him/her or by the Institute

including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute, circulars and all other papers and document of any nature whatsoever, relating to the Institute's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at anytime, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.

- An employee shall receive all correspondence sent to him/her by MLWEC and not refuse to receive it. Any such correspondence shall be deemed to have been served to him/her in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the college.
- Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office or the duty assigned.

## **5. Guidelines for faculty members**

No Faculty Member is supposed to:

- a. Knowingly or willfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- e. Show negligence in valuation of assessments or exam work of the students.
- f. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Institute Governing Body.
- g. Hesitate to provide individual attentions to a student(s), if required. Besides



academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well.

**Every Employee Shall:**

- a. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Principal/ Head of the Department.
- b. Abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- c. On every working day sign the staff attendance register, and be ready at least, five minutes before the commencement of classes.
- d. Be responsible for the discipline of the students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute, employees may, from time to time, allotted with such duties to maintain discipline and orderliness at the Institute.
- e. Be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.
- f. Train the students to make extensive use of the library facilities and to take care of the property of the Institute including books, journals, equipment and machinery, furniture, fixtures and fittings.
- g. Ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law.
- h. Not through any act of omission or any form of speech etc. disturb or deviate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

**Taking Part in Politics and Elections**

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.

**Criticism of the Institute**

Criticism of any kind in radio broadcast or in any document published unanimately or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, will be viewed seriously.

#### **Unauthorized Communication of Information**

- a. No employee shall, except in accordance with any general or special order of the Principal or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- b. During the term of his/her employment with the Institute , or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute, or countenance any act prejudicial to the interest of the Institute.

#### **Private Trade Employment**

- a. No employee shall engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.
- b. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Principal which may be given subject, to as regards acceptance of remuneration, as may be laid down by the “GB”.

#### **Vindication of Acts and Character of Employees**

No employee shall, except with the previous sanction of the Principal, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

#### **Representation**

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel to Grievance & Redressal cell.

#### **Jurisdiction**

Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time will be resolved at the appropriate institutional board.

#### **Identification**

- a. It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the “GB” from time to time.
- b. An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Principal of the Institute or any other official designated for the purpose.
- c. The use of such identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

### **Disciplinary Action / Suspension**

The Principal may place a member of the staff appointed at the Institute under suspension:

- a. Where a disciplinary proceeding against him is contemplated or is pending or;
- b. Where a case against him in respect of any criminal offence is under investigation or trial.
- c. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Principal.
- f. The Principal shall consider the findings of the inquiry and propose to the Chairman “GB” to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Principal shall necessarily need to be ratified by the Chairman “GB”.

The following table describes the administrative responsibilities:

Position	Responsibilities
Director	<ul style="list-style-type: none"> <li>• Monitoring the teaching-learning process</li> <li>• Employee recruitment process</li> <li>• Mentoring of the faculty and students</li> <li>• Monitoring various committees and its functioning</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Design &amp; define organization structure</li> <li>• Delegate responsibilities of various positions in the organization</li> <li>• Ensure periodic monitoring &amp; evaluation of various processes &amp; sub processes</li> <li>• Ensure effective purchase procedure</li> <li>• Define quality policy and objectives</li> <li>• Conduct periodic meeting of various bodies such as Governing Council, Women's Protection Grievances Cell, etc</li> <li>• Oversee the teaching-learning process</li> <li>• Manage accounts and finance</li> <li>• Propose Institutional Budget</li> <li>• Employee recruitment process</li> <li>• Student Discipline</li> <li>• Carry out result analysis and submit corrective measures to Management</li> </ul>
HOD	<ul style="list-style-type: none"> <li>• Planning, execute and monitor academic activities of the department</li> <li>• Maintaining discipline and culture in the department.</li> <li>• Promote the strength of students / faculty / staff.</li> <li>• Propose Department Budget.</li> <li>• Maintain records of departmental activities and achievements</li> </ul>
Administrative Officer	<ul style="list-style-type: none"> <li>• Propose admission policy and execute the admission process.</li> <li>• Maintenance of college website</li> <li>• Maintenance all official records (AICTE, JNTUK and State Govt.)</li> <li>• College roster and Service Books</li> <li>• Faculty personal files</li> <li>• Recruitment process</li> <li>• Maintaining minutes of meeting</li> <li>• Coordinating day to day activities of office</li> </ul>
T.P.O	<ul style="list-style-type: none"> <li>• Liaison with industry</li> <li>• Identify and providing for training to students</li> <li>• Arranging campus interviews.</li> <li>• Proposing annual T &amp; P budget</li> </ul>
Librarian	<ul style="list-style-type: none"> <li>• Planning and executing modus operandi of routine activity of the library</li> <li>• Planning and proposing expansion / development</li> <li>• Maintain library discipline and culture</li> <li>• Prepare annual budget for library</li> </ul>
P.D	<ul style="list-style-type: none"> <li>• Ensuring smooth conduct of sports</li> <li>• Purchasing of sport items</li> <li>• Encouraging students to participate in zonal tournaments</li> <li>• Creation and upkeep of sports facilities</li> <li>• Proposing annual budget</li> </ul>

## **Governing body**

### **Functions of the Governing Body:**

All policy decisions are taken by the Governing Body, few of them are as follows:

- To participate and approve the vision and strategic mission statements of the Institute.
- To monitor and manage the financial strategy of the institution in line with the recommendations of the finance committee.
- To approve the annual budget of the Institution.
- To monitor the progress of academics, and other related activities of the Institute.
- To provide facilities or equipment for the overall development of the Institution.
- To ensure the implementation of the recommendations of the Governing body.

## **College Academic Committee**

The college has a duly constituted Academic Committee to formulate long term and short-term development programs for the college to achieve academic excellence.

### **Functions & Responsibilities:**

The Committee shall review, monitor and recommend on such issues as

- Planning and executing the overall academic growth of the college.
- Examine Course and program evaluation, teaching methodology and standards.
- Academic schedules semester wise.
- Monitoring the functioning of the Central Library of the college.
- Guiding students to utilize the placement, trainings activities for student empowerment.
- FDPs for enhancing Faculty capabilities.

## **Finance Committee**

Finance Committee of the institution is key body which monitors and manages the financial sustainability of the college. Finance committee recommends major and minor expenditure

proposals received from different committees and plan proper utilization of resources and recommends to the Governing Body for approval.

#### **Functions & Responsibilities:**

- Budget estimates relating to income from fees, recurring and non recurring expenditure.
- To receive all major and minor expenditure proposals from all departments, analyze and forward to the Governing Body in time for approval.
- To sanction all the expenditure to procure major equipment as advised by the Governing Body.

#### **Anti-ragging Committee:**

- As per the directions of Hon'ble Supreme Court/AICTE/UGC/University to curb with ragging our institution has constituted Anti-Ragging Committee.
- All measures are taken including the help of the help of the local Police & Parents to tackle this menace On/Off Campus.
- The committee creates awareness among the senior students about the consequences and penal punishments to be imposed on such students indulging in any kind of ragging, by way of Posters, Police lectures and by taking an undertaking letters.

#### **Functions & Responsibilities:**

- The main function of this cell is to make "Ragging Free" Institution.
- To create awareness by displaying the charts and other materials related to the punishment of Ragging.
- To accept complaints from the students and conduct immediate enquiry and submit the reports to the Principal.
- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on acts amounting to ragging;

#### **Grievances and Redressal Cell:**

##### **Functions & Responsibilities:**

- All the grievances of the students & staff members received are redressed.
- It ensures that the grievances are resolved on time impartially and confidentially.

## **Internal Quality and Assurance Cell (IQAC)**

The institution has an active Internal Quality Assurance Cell (IQAC) to frame the policy for the academic and administrative growth of the institution.

### **Functions & Responsibilities**

- Excellent in academics, Curricular, extracurricular, co-curricular activities.
- Improvement of skills and knowledge.
- Arrangement for feedback response from students, parents and other stakeholders.
- Infrastructural requirements.
- Awareness programs for students.
- Development of Quality culture in the institution.
- Documentation of the various programs/activities of the colleges, leading to quality improvement.
- Research and Consultancy.

## **Internal Complaints Committee:**

### **(Gender Sensitization Committee against Sexual Harassment-GSCASH)**

**Internal Complaints Committee** is constituted to provide for the effective enforcement of the basic human rights of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places and to provide congenial atmosphere to all the staff and students of the college.

### **Functions & Responsibilities**

1. To create awareness for the prevention of sexual harassment by promoting gender amity among staff, students and other employees.
2. The committee will follow relevant Acts, Rules of Governments of India and Court Order etc as applicable from time to time

## **Training Placement & Career Guidance Committee:**

### **Functions & Responsibilities**

- To facilitate career guidance to students and guide students towards goal setting.

- To help the Placement Cell to maintain contacts with Alumni.
- To help the Placement Cell to organize the various processes like written test, group discussion, technical interviews, HR interviews when companies conduct on campus placement drives.
- To maintain the list of selected candidates and maintaining their appointment orders.
- To coordinate the company and selected students till joining in the company.
- To intimate students about forth coming drives and selection process.
- Create awareness among 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students about placements.
- To educate the students for necessary preparation for the drives.

To train the students in soft skills and personality development which are essential for employment and successful career.

### **Library Committee:**

The Library Committee exists to support educational programs through research into areas such as core competencies and trends in the delivery of education, and to recommend the development of programs focused on emerging topics of interest and concern to the library community. In addition to the goals and objectives, the committee shall also explore the following:

- To encourage and promote competencies as a base for development of training within the organization and to adapt and use them for staff and library development.
- To conduct a comprehensive survey of how the students are using the core competencies and their awareness of them.

### **Alumni Committee**

Alumni committee has been functioning in the college. It is to foster a cordial relationship between the past and present students of the institution.

### **Function & Responsibilities**

- Maintain the contacts of Alumni, keeping in touch with alumni regularly and updating the employment status of alumni every year
- Maintain the record of alumni who appeared/qualified in the state/national/international level competitive examinations.
- Maintain the record of alumni who got awards in national/international level sports/cultural activities.



- Creating the database of the passing out students every academic year
- To plan and organize the annual Alumni meet
- Taking the feedback from the alumni

### **Sports and Games Committee:**

#### **Functions & Responsibilities:**

- Prepare action plan for the year.
- Indicate requirement of sports items and maintain all types of sporting inventor.
- Maintain record of sports and games events attended by students within the college, within the university and outside at the region/state/national level and their achievements/awards.
- Obtain permission to hold sports events in the college campus
- Encourage students to participate in various intra or inter-college events.
- To keep accurate records of all resources within the sports program.

### **Transport Committee:**

To ensure convenience in travelling for students and faculty, our college has constituted a Transport Committee.

#### **Functions & Responsibilities**

- Supervise the daily transport operations and provide required instructions to the bus-in-charges
- Inspect the condition of the buses and report for necessary action on a consistent basis
- Periodically checking the documents of the buses
- Ensures all the buses arrive in time
- Arranging buses for local industrial visits

### **Disciplinary Committee:**

To provide guidance and proper orientation to student's development with an aim to maintain disciplined atmosphere in the campus Discipline Committee is formed in this college.

#### **Functions & Responsibilities**

- To maintain and enforce discipline within the college campus.
- To enforce total prohibition of cell phone usage by the students in the class rooms.
- To monitor the movement of the students in the college and prevent students wondering around the corridors during the working hours.

### **R&D Cell:**

This cell plays a pivotal role for motivating the students and faculty having a research bent of mind.

#### **Functions & Responsibilities**

- Identifies the cutting edge technologies and also the advanced areas in all branches having good job potentiality in the coming years.
- Encourages students to take up real industrial projects, also guides the faculty to take up consultation work.
- Maintains close relationship with professional bodies and promotes the publication of papers in reputed National & International journals
- Organizes National & International conferences on latest themes, cheer up the Faculty & Students for their participation.
- Evaluates the startup ideas, helps in their incubation and transforms such of those ideas having commercial viability to manufacturing process.

### **Entrepreneurship and Development Cell:**

#### **Functions & Responsibilities**

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs.
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems and information on various technologies

### **Arts & Cultural Committee:**

#### **Functions of the Committee**

- To promote the awareness regarding the Arts and Culture.
- To conduct various Co-Curricular Extra-Curricular activities.
- To celebrate different festivals like Sankranti, Vinayachavithi etc.

### **Roles and Responsibilities:**

1. The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
3. To prepare budget for all cultural events and take necessary steps for its approval.
4. The Coordinator of the committee shall conduct a meeting of the committee to discuss and delegate task
5. Procedure to organize cultural events:
  - To prepare the Annual Budget for various cultural events.
  - To obtain formal permission from the Principal to arrange program.
  - To decide the date, time and agenda of the program.
  - To inform members of staff and students about the event.
  - To arrange the venue and logistics (audio/video system, dais, podium etc).
  - To invite the Chief Guest and other dignitaries.
  - To arrange mementos for guests and gifts/certificates for the participants.
6. The committee shall display on the Notice Board/Website information about festivals to be celebrated.
7. To prepare and maintain records of all cultural activities.

Any other duties the Principal may be assigned

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### **Website Committee:**

#### **Functions**

- To design Website in line with the thoughts of the Institution
- To disseminate the Vision, Mission and Objective and all the Mandatory Disclosure

### **Roles and Responsibilities**

- Collection of data from each department
- Department data consist of vision and mission, news letter about department, faculty, achievements, events, sports, placements, academics, attendance, labs and research activities in department.
- Collection of data from library.
- Collection of data from sports (prizes achieved by the students in the area of sports and games year wise).
- Collection of data from administrative office (admissions details of UG and PG, staff details and transportations data).
- Collection of data from exam branch by regulation wise (exam branch staff, exam time tables, results, exam fees, condonation fees for semester and year wise).
- Regularly updating events conducted in the college.
- Collection of data from placement cell(company name, package, no. of students placed)
- To help the faculty members for collecting data of the students who participates in different events and other activities.
- Collecting photos of different events organizing in the college.
- To help the coordinator and faculty members in designing of the website.

## **Women Empowerment Committee**

### **Functions & Responsibilities**

- To motivate and inspire women in the pursuit of their excellence.
- To help women understand their strength and potential.
- To strengthen the physical & psychological attitude of women to handle critical circumstances.
- To resolve issues pertaining to sexual harassment.

## **NSS Committee:**

### **Objective of NSS**

- To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.

- To provide information about NSS motto, aims and objectives, philosophy and activities.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select or adopt a village/slum for service projects on the basis of utility and feasibility.

### **Functions & Responsibilities**

- To make the students aware about the NSS schemes in India.
- To encourage the students to participate and utilize their knowledge in finding practical solution to individual and community problems.
- To motivate the students to actively participate in various NSS activities inside and outside the college campus.

### **Right to Information Committee**

#### **Roles and Responsibilities**

- To receive the application regarding seeking of information from the person approached in proper format along with application fee.
- To provide assistance in filling the application in case of language barrier of the applicant.
- To check whether the information sought or part thereof is exempt from disclosure under section 8 or 9 of the act.
- To accept or reject the application, if rejected to be conveyed to the applicant with the reason of rejection. If accepted to make necessary arrangements for the collection of data.

## Chapter 6

### RECRUITMENT POLICY & PROMOTION POLICY

#### Objective:

To recruit potential employees who have the relevant skills, qualifications and experience and contribute the best towards the development of the college.

#### Staff Selection Committee:

The recruitment committee is composed of the following members:

- 1) Management representative
- 2) Head of the Institution
- 3) All Heads of the Departments
- 4) Subject Expert

#### Strategy:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected.

Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the department calculate the human resource requirement: Consolidation of subject wise teaching load Calculation.

Student – Teacher Ratio (as per NBA guideline)

The following is the general procedure followed to recruit the staff.

- **Advertisement:** An advertisement with following information may be prepared

Title of the Position:

Faculty/Department:

Advertisement Text

Closing Period

Dates of Walk-In.

Paper advertisement is given in leading news papers requesting the eligible candidates as per AICTE norms to apply within a given time to the Principal.

- **Applications:** The applications along with the resumes and supporting documents are

received over mail. These applications based on the discipline/department will be separated and sent to the respective departments for short listing.

- Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview.
- Call Letters: Short-listed Candidates will be called for interview.

An expert panel consisting of Principal, HOD, Subject Experts will be formed.

- Selection process: The selection process involves the following Self-introduction by the candidates before the committee Demo presentation on a topic Technical Interview Based on the performance and requirement, selection list in the order of merit will be prepared.
- Orders: Appointment orders are issued to the selected candidates.
- Duty Report: Selected candidates should report to the duty on or before the given time.

#### **Promotion Policy:**

- All promotions shall be considered on the basis of merit- cum – seniority basis.
- To promote a faculty to higher position there should be a vacancy in that position as per the AICTE staff cadre ratio and should have qualification as per AICTE norms.
- Associate Professor: 5 years of service with Ph.D. meeting Academic Performance Indicators (API) requirements.
- Professor: 5 years of service at Associate Professor level meeting Academic Performance Indicators (API) requirements.



## Chapter 7

### POSITIONS AND PAY SCALES

The college will have the following positions of hierarchy in the teaching departments:

- Director
  - Principal
  - HODs
  - Professors
  - Associate Professors and
  - Assistant Professors
- In addition, each department shall have support staff like lab assistants, programmers, technicians.

The scale of pay for various teaching positions will be as follows:

Designations	Pay Scale
Principal	Rs.37,400- Rs.67,000 + AGP Rs.10,000/- + Special Allowance
Professor	Rs.37,400- Rs.67,000 + AGP Rs.10,000/-
Associate Professor	Rs.37,400- Rs.67,000+ AGP Rs.9,000/-
Assistant Professor	Rs.15,600-Rs.39,100+AGP Rs.6,000/-

#### Increments:

Staff members are eligible for annual increments at the end of every academic year provided faculty members completed one year on or before 30<sup>th</sup> June of every year.

#### Delegation of Financial Powers:

The financial powers delegated to Principal, and Head of the departments is as follows:

S.No	Designation	Limit to Sanction
1.	Principal	Rs.50,000/-
2.	Head of the Department	Rs.5,000/-

## Chapter 8

### LEAVE POLICY

#### **Annual Leave:**

- A total of 45 days vacation leave is granted to faculty member without affecting examination, administration, academic and admission work. These 45 days could be merged with festival holidays like Sankranti, Durga Puja and Christmas and/or may be divided into 2 or 3 slots depends upon on the availability.
- The special/medical leave can be availed by the permission of Principal with proper justification.
- In addition, the Management gives 90 days paid maternity leave for regular staff and 30 days for temporary staff.

#### **Casual Leave**

- The teaching staff of the college will be eligible for casual leave of 12 days.
- Staffs are provided 3 days restricted holiday.
- All the casual leaves can be utilized during academic year.

#### **Study Leave** (all at the discretion of management)

- The teaching staff of the college can be granted leave for advancement of their education, in India or abroad.
- The faculty will sign an agreement with the College specifying the terms and conditions of leave as aforesaid, as determined by the Principal /Chairman/Correspondent on case to case basis.
- The Management, at its discretion will extend assistance towards higher education fees, as interest free loan or as 100% assistance.
- Staff members availing facilities for full time study need to sign agreements with the Management to serve the Institution for five years, along with sureties. In case of breach of agreement, staff member has to repay the fees and salary availed along with bank interest.
- Staff members availing facilities for part time study need to sign agreements with the management to serve the Institution for three years, along with sureties. In

case of breach of agreement, staff member has to repay the fees amount availed along with bank interest.

- Staff members undergoing part time programs can have flexi-timing and on-duties. They can't leave the Institution during the program tenure and have to serve minimum one year after completion of higher education. In case of any premature departure, they have to repay amount equivalent to the number of on-duty days.
- Higher educational programs need to be completed in the stipulated time of two or three years.

**On duty:**

The college can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.

The period of absence due to such assignments shall be treated in the following manner:

- Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and perquisites from the college.
- Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the college. Under such circumstances, the Principal /Chairman/ Correspondent shall decide the leave of absence, based on current responsibilities and requirements in the college.
- Where the Staff is proceeding on a training programme duly sponsored by the college, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he has been working in the college during such period.

## Chapter 9

### INCENTIVE POLICY FOR FACULTY

Staff Members are eligible for the following Incentive and rewards, based on their performance, contribution and years of service at the Institution.

Description	Incentive/ Registration Fee
One conference paper and one journal paper per academic year	No registration fee/ No incentive
If they publish additional paper	1)Rs.1000/- per paper if it is Journal/Conference. 2) Rs.2000/- per paper if it is Free Journal (Indexed/Scopus).
Patent (Filed)	Rs.1000/- per patent (only PI)
Patent (Published/Granted)	Rs.3000/- per patent
Research proposal (If it is sanctioned)	1% of the total amount sanctioned by the external agency
Text book(e-book)	Rs.1000/-
Text book(printed)	Rs.2000/-
Text book chapter	Rs.500/-
Cash awards for best Percentage in university examinations (100%)	Rs.3000/-
Cash awards for best Percentage in university examinations (90% and above)	Rs.2000/-

## Chapter 10

### INCENTIVE POLICY FOR STUDENTS

The management is pleased to announce the following incentives and rewards for Students:

Description	Incentive
Rank holders announced by JNTUK	Rs.10000/-
Student securing 1 <sup>st</sup> Rank in Semester exams	Rs.1000/-
Student securing 2 <sup>nd</sup> Rank in Semester exams	Rs.500/-
Cash awards for students who won first prize in University tournament/ cultural events	Rs.3000/-
Cash awards for students who won second prize in University tournament/ cultural events	Rs.2000/-
Cash awards for students who won first prize in Intercollegiate tournament/ cultural events	Rs.2000/-
Cash awards for students who won second prize in Intercollegiate tournament/ cultural events	Rs.1000/-



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