



**M.A.M. COLLEGE OF ENGINEERING AND TECHNOLOGY
SIRUGANUR, TIRUCHIRAPPALLI – 621 105**



HR MANUAL & POLICIES

Version. 03 - 2023

Staff Policy Document

Document Ref. No: MAMCET/HRM/POLICY/2023

This Staff Policy Document has been created to provide all M.A.M. College of Engineering & Technology staff with detailed information regarding the rules and regulations governing their roles within the institution. This document, Version 3, has been formally approved by the Governing Council in their meeting on 22.04.2023. The policy is effective from June 2023 and replaces all previous policies, procedures, benefits, memoranda, and other written or oral practices. The information in this HR policy is important to all of our employees, and they should read the manual carefully and duly sign the report. The policy is also accessible on the college website. Whenever there is any clarification on college policies and benefits, the HR policy should be referred. Any doubts can be clarified with the HR department. Staff members are expected to strictly adhere to the rules and regulations outlined in this document. The Management reserves the right to modify or change the policy as needed and to exercise discretion in specific cases.

Vision of MASTeR Group of Institutions

To emerge as a nationally reputed, accredited, autonomous, technical institution with state-of-the-art infrastructure.

Mission of MASTeR Group of Institutions

- Provide Knowledgeable Skill based education
- Enable our students to build a professional career for themselves
- State of art laboratories and enhanced infrastructure for conducive learning and research environment.
- Provide input to the faculty and students to be involved in projects that are innovative and creative to foster a culture of research


Principal




CEO

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SECTION 1

INTRODUCTION

About MASTeR Group of Institutions

MASTeR Group of Institutions comprises of

-  **M.A.M. College of Engineering and Technology (2008) and,**
-  **M.A.M. Business School (2010)**

Was originally part of M.A.M. Group of Institutions (10 institutions), which was established by MALUK EDUCATIONAL HEALTH and CHARITABLE TRUST (1993). The 10 institutions of the group together are catering currently to nearly 10,000 students, at Siruganur, 23 Km away from Tiruchirappalli on the Trichy – Chennai Trunk Road. The education journey of the group started on 10th Feb 1999 with 77 students and 17 staff on rolls by Dr. M.A. Maluk Mohamed, who himself with his academic qualification was the head of the institution since the inception. The 10 institutions were divided between the trustees of the trust for individual institution growth and since May 2014 MASTeR Group of institution with the above mentioned 3 institutions has become a separate entity with new administrative team under the leadership of Dr. M. A. Maluk Mohamed. The institutions started functioning under the new trust **MASTeR EDUCATIONAL HEALTH and CHARITABLE TRUST (2016)**. There on the three institutions were under **M.A.M. Academy of Science Technology and Research (MASTeR)**

“We cannot always build the future for youth, but we can build our youth for the future.”

These words by Franklin D. Roosevelt utterly describe our aim at MASTeR. In a globalized market driven and interconnected world, both individuals and institutions are attempting to make a cultural impact. The need of the hour is to produce men and women who are visionary, dynamic and innovative.

Today's corporate world demands individuals who are not only skilled but are innovative thinkers and are confident to face everyday challenges. The academic teams of MASTeR are ready to work along with young minds to offer the best knowledgeable education for holistic development. It is not just the university curriculum and the class room teaching which makes all intellectual citizens. Understanding the need we are committed in making all intellectually adept & socially and technically sound through brain storming sessions, seminars, discussions, case studies, project presentations and other events. These activities would promisingly strengthen the overall knowledge and skills of students who had trusted and joined us.



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M.A.M. College of Engineering and Technology (MAMCET)

M.A.M. College of Engineering and Technology (MAMCET) was established in the year 2008. It is approved by AICTE, New Delhi, and affiliated with Anna University, Chennai. At MAMCET, we are united in our commitment to producing top-tier professionals capable of meeting the evolving demands of society. With comprehensive infrastructure, knowledge, and skills, we are dedicated to shaping globally competitive engineers through a technologically oriented learning environment that maximizes individual potential. We strive to enhance the motivation of aspiring students to achieve excellence, transforming them into proficient professionals and technocrats. We guide our students to chart their paths to success and perfect their proficiencies. This commitment is reflected in our vision to become a globally recognized Institute of Engineering and Technology by the year 2030. Our pursuit of excellence is supported by a strong team of experienced professionals. In short, MAMCET stands tall as one of the best destinations for world-class education.

M.A.M. Business School (MAMBS)

We create problem-solvers, decision-makers and leaders who can identify opportunities to evaluate the success of an organization. MAMBS develops global leaders with an insight into emerging economies and their unique business challenges. This two-year M.B.A. full-time program incorporates practical industry applications with a rigorous, cutting-edge research-based curriculum that transforms students to global business leaders of tomorrow. The degree also provides a broad base of business skills in Accounting and Quantitative methods, an understanding of the Legal and Social environments of businesses and a background in Management, Organizational Behavior, Marketing, Finance and Operations Management. At MAMBS, the M.B.A. prepares the students for careers in high-demand job-oriented sectors like IT, Manufacturing, Marketing, Entrepreneurship, Supply chain or Merchandising management.



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M.A.M. College of Engineering and Technology

1.1 Vision and Mission Statement

1.1.1 Vision Statement

To be a reputed institution that fosters excellence in education, research, and innovation while upholding the highest standards of ethics and social responsibility

1.1.2 Mission Statement

M1: To provide a comprehensive education that prepares students for successful careers.

M2: To foster a culture of research and innovation that drives progress.

M3: To collaborate with industry partners to provide practical experience for students.

M4: To promote ethical behavior and social responsibility among our community.

M5: To empower strong communication and leadership skills through open collaboration.

1.2 Quality Policy

MAMCET shall achieve excellence in providing value-based education to the students in the fields of Engineering & Technology and Management by continual improvement in its academic performance, professional & personality development measures and skills enhancement activities, making the students highly suitable for meeting the diverse needs of the society and the nation. We, at MAMCET, are committed to the society in making our students to live a purpose as responsible citizens with Ethical values through the provision of Quality Technical Education and continually improve to become a World class Technological University.

1.3 Human Resources Management Policy

Human Resource is the heart of an organization and forms the lifeline and determines its destiny. MAMCET is committed to setting high standards of personnel management with due place for efficiency and transparency.

1.3.1 Objective

The objective of this Manual is to lay down policies and procedures that will govern the management of personnel involved at different levels, as mentioned below:

- Recruitment of the different categories of staff
- Defining roles and responsibilities



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- Training and positioning
- Appropriate compensation & incentives
- Improving the performance and effectiveness
- Maximizing the efficiency through enhancing knowledge, skills and attitudes
- Creating comfortable working conditions.

1.3.2 Staff Policy Document

The Staff Policy Document is prepared to make all staff working at **MAMCET** aware of rules and regulations that governs their working in the Institute. The policy is effective from **April 2023**. It is expected that staff members should strictly adhere to the rules and regulations in this document. The Management reserves the right to change/modify the policy as and when required and apply their discretion in specific cases.

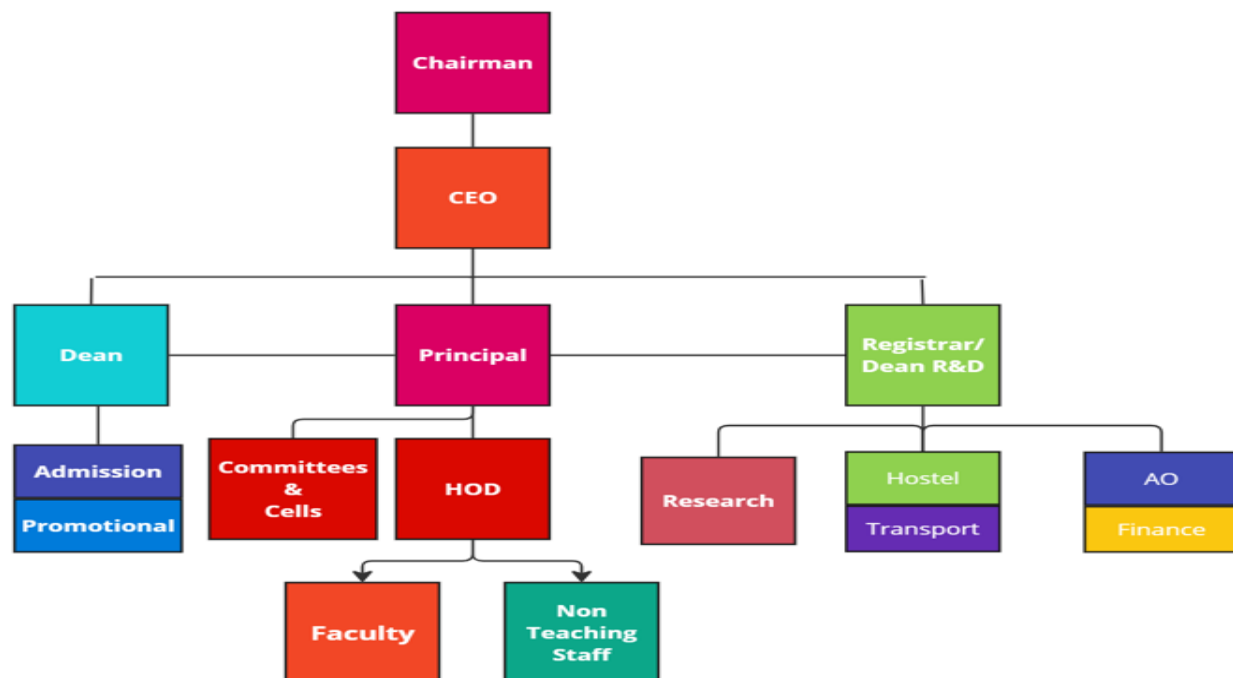
1.4 Definitions of Terms used in this Policy

- ✚ In this document, unless there is anything repugnant in the subject or context:
- ✚ “**College**” means the MAMCET., NH44, Trichy – Chennai trunk road, Siruganur, Tiruchirappalli – 621105.
- ✚ “**Employer**” means the Chairman who is in charge of the College or anyone duly authorized to act on his behalf.
- ✚ “**Notice**” means a notice in writing required to be given or exhibited on the notice board for the purpose of these Standing Orders.
- ✚ “**Notice Board**” means notice board installed at or near the main entrance of the College, Administrative Building , department corridor, etc.,
- ✚ “**Premises**” means the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college premises.
- ✚ “**Employees**” means any person employed in the College to do any Technical and Non – Technical work under MAMCET.
- ✚ “**Work premises**” includes the premises of the college or works and other places of work where a work man is deputed to work.

- ✚ **Calendar Year:** A period commencing from 1st day of January of the year and ending with 31st day of December in the same year.
- ✚ **Academic Year:** The normal period stipulated in the Academic calendar for activities of an odd semester and even semester. In the present system it is stipulated from June to May.
- ✚ **Competent Authority:** The authority appointed by the Trust for the purposes of these rules.
- ✚ **Date of Appointment:** The first day of joining the duty by the employee as mentioned in the appointment order.
- ✚ **MASTeR:** “M.A.M. Academy of Science Technology and Research”

1.5 Organogram of MAMCET

The chart below illustrates the current organizational structure of MAMCET, detailing the functions of its statutory bodies.



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SECTION 2

ROLES AND RESPONSIBILITIES

Principal

Academic:

- Plan and execute the institution's academic activities towards the implementation of the institution's Vision.
- Take measures to enhance the academic standards of the institute.
- Prepare the academic schedule of the institution and execute the same.
- Monitor and conduct institute academic activities under the guidance of management and the assistance of the head of departments.
- Review the Faculty Performance and consolidate the 360-degree appraisal report of faculty.
- Plan and take the necessary actions for continual improvement of college academic performance and overall growth.

Administration:

- Decide funds allocation for departmental academic activities, Research & Development, Infrastructural development, various Recurring and Non-recurring expenditures.
- Ensure that staff and students are aware of, and comply with, the rules, policies, and procedures established by the college.
- Initiate recruitment of teaching staff & non-teaching staff as per rules laid down by Anna University / AICTE.
- Approve vendors for resources required by the institute.
- Sanction the leave of the staff as per the norms.
- Communicate with Anna University, DOTE, AICTE, and UGC to ensure compliance.
- Monitor, manage, and evaluate the institutional administration, organize Governing Body meetings and maintain minutes of these meetings.
- Recommend allocation of budget to the Management based on requests from Heads of Departments and administrative officers.
- The principal has the authority to spend up to ₹1 lakh on immediate purchases without requiring approval from management.



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Registrar/Dean Research and Development

Research and Development (R&D)

- Provide guidance for submitting proposals to funding agencies as required.
- Foster new and interdisciplinary research initiatives and collaborations.
- Coordinate research funding, encourage the faculty to apply for research projects, and publish papers in reputed journals and conferences.
- Ensure the quality of students' projects and monitor the progress of conversion from projects to papers and start-ups.
- Initiate, and implement the research activities and consultancy with organizations with whom the institution has signed MoUs.
- Plan consultancy projects for each department to improve funding.
- Assist the faculty/students in writing research articles, and filing patents as required.
- Ensure the effective implementation of Sponsored Projects.
- Act as a bridge between Industry and Institute for Interaction Process.

Administrative Responsibilities:

- Manage all interactions and compliance with statutory bodies such as AICTE approval, Anna University affiliation, DOTE, building approval etc.
- Oversee the processes related to college affiliation, approval work, staff recognition, and adherence to appointment procedures
- Strategize and allocate financial resources for institutional functionalities and initiatives.
- Ensure that all financial transactions are executed as per the norms.
- Determine the needs for and plan facility maintenance, renovation, and expansion.
- Plan effective utilization of transportation services for students, staff, and faculty.
- Monitor the functioning of the hostel and assist concerned staff in resolving any related issues.
- Ensure safety and security for all individuals on the college premises.

Dean

- Identify potential schools and contacts for outreach.
- Identify promotional activity staff, finalize target regions, and setting of goals for next academic year admissions.



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- Build and maintain strong relationships with prospective families, feeder schools, and educational consultants.
- Prepare materials (such as prospectus, leaflets, applications, videos, etc.) required for promotional activities.
- Finalize and release advertisements for print and electronic media.
- Plan and execute marketing campaigns to promote the institution's programs, achievements, and events.
- Collaborate with the marketing team to create compelling content for various channels, including social media, websites, brochures, and advertisements.
- Develop and execute a comprehensive branding strategy to enhance the institution's reputation and visibility.
- Develop and implement a comprehensive admissions strategy to meet enrollment targets.
- Analyze market trends and competitor activities to inform admission strategies.
- Convene the admission committee meetings periodically to discuss intake capacity, fee structure, fee waivers, reservation policy for all programs, and program-wise eligibility criteria.
- Release admission notifications for all UG, PG, and Ph.D. programs.
- Convene meetings of promotional activity for staff periodically to review the status of applications.
- Oversee the entire admission process, from inquiry to enrollment.
- Coordinate the entire admission process and ensure the smooth functioning of the process by providing appropriate resources.
- Ensure efficient and effective management of admissions-related documentation and communication.
- Counsel and admit students to UG and PG programs.
- Lead, mentor, and manage the admissions team, providing training and professional development opportunities.
- Preparation of budget proposal for admissions.

Academic Council

- Review and approve the institution and department Vision and Mission statements, PEO and revise if needed based on the feedback from the stakeholders.



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- Ensuring students co-curricular, extra-curricular activities plan and execution.
- Consider matters of academic interest either on its own initiative or at the instance of the Board of Management or these proposed by the departments / faculties and to take proper action there on.
- Exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To approve the value-added courses of study leading to degrees of the institution
- Measures for improvement of standards of teaching research and training.
- Frame rules covering the academic functioning of the institution, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence etc.

Head of the Department

- Delegate responsibilities and load allocation to the faculty and staff for the proper execution of the academic process.
- Monitor and conduct departmental academic activities under the guidance of the Principal.
- Ensure high-quality planning, execution, and delivery of the teaching-learning process and measure its effectiveness.
- Review faculty and staff performance, recommending suitable actions to the Principal.
- Plan and implement strategies for improving departmental results and academic performance.
- Coordinate assessments and conduct practical/oral examinations as per Anna University guidelines.
- Oversee the implementation of skill development and training programs for faculty and students.
- Maintain discipline and enforce institutional rules within the department.
- Monitor daily departmental activities and ensure operational efficiency.
- Plan semester and academic year activities, including guest lectures, workshops, and other programs beneficial to students and faculty.
- Conduct regular meetings with teaching and non-teaching staff as well as the Class Representatives to sort out any issue and queries related to academics and record the minutes.
- Initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Anna University/AICTE.



- Prepare the department requirements and budget proposal.
- Oversee the purchase and deployment of resources allotted for the department.
- Approve the academic requests of faculty and staff such as leaves, event participation, qualification improvement, requirement of resources etc.
- Review and approve student performance assessments.
- Monitor the Students' attendance.
- Inspect the execution of classes and laboratory sessions.

Teaching Faculty

- Understand and adhere to the Quality Management Policy and Quality Objectives of M.A.M. College of Engineering and Technology.
- Uphold and act in alignment with the Vision and Mission of the Institute/Department
- Follow all rules and regulations established by the Institute.
- Execute academic duties diligently, including planning and conducting lectures and practical, preparing course materials, conducting internal exams, and maintaining course and personal files in the appropriate format.
- Utilize innovative teaching aids and methodologies to ensure high-quality delivery of education.
- Counsel students and conduct additional or revision lectures as needed.
- Organize, coordinate, and attend seminars, workshops, STTPs, and training programs.
- Actively participate in training, research, and development activities within the department.
- Perform other academic and administrative duties as assigned by the Head of the Department or Principal.

Laboratory/ Technical Assistant:

- Prepare the laboratories for smooth conduct of laboratory session.
- Assist faculty and students during laboratory sessions.
- Maintain stock register, Instrument Issue register and maintenance register.
- Install new equipment and maintain existing equipment.
- Maintain and update the approved supplier list for equipment.



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Librarian:

- Take initiative in planning and development of Library.
- Determine and implement classification schemes for library documents.
- Execute library processes and activities in consultation with the Principal, Deans, Heads of Departments, and other authorities.
- Planning and developing the library.
- Plan and carry out book purchasing, and periodical subscriptions.
- Gather and analyze student feedback on library services to propose improvement plans.
- Monitor and manage the overall functioning of the library.
- Conduct regular stock verification.
- Define and communicate library rules and notices.

Skill Development & Placement Department:

- Organize soft skill and technical training to prepare the students for interviews.
- Maintain comprehensive records of students participating in placement activities.
- Oversee the execution of placement activities
- Conduct placement activities smoothly to ensure all students secure employment.
- Arrange personal development programs to enhance student skills.
- Update and maintain the contact details of companies involved in recruitment activities.
- Send invitations to industries and companies for campus recruitment, notify the students about the events, and take necessary action.
- Collect and analyze feedback from industry partners regarding student performance.
- Facilitate placements in core companies, focusing on securing higher salary packages for students.

Academic Advisory Council

- Approve department Vision and Mission statements.
- Approve Program Educational Objectives and Program Specific Outcomes statements.
- Provide input/suggestion for improving the attainment of POs and PSOs.
- Approve the curriculum gap and action taken.
- Work towards and monitor accreditation processes to maintain and enhance the quality of education.



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- Establish mechanisms for continuous improvement of academic programs based on feedback from stakeholders, including students and employers.
- Approve and support faculty development programs to enhance teaching skills, research capabilities, and awareness of emerging trends in engineering and technology.
- Promote a culture of research and innovation among faculty and students, encouraging publications, patents, and participation in conferences.
- Facilitate collaborations between the institution and industry to enhance opportunities for internships, placements, and collaborative research projects.
- Implement mechanisms for collecting feedback from students regarding the quality of teaching, infrastructure, and overall educational experience.



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SECTION 3

RECRUITMENT POLICY

3.1 Planning for Human Resources

MAMCET is committed to professional excellence and, as such, emphasizes the employment of highly competent individuals for its academic and administrative roles and responsibilities. The institution aims to proactively plan staff requirements, accounting for the department's workload and AICTE norms, to ensure readiness in responding to emerging needs and accurately estimating resource requirements.

3.2 Classification of Human Resources in MAMCET.

Employees are classified into any of the following categories:

(A) Regular

A Regular Employee is an individual employed in a permanent /regular position for an indefinite period. This category includes employees who are initially appointed on probation and have successfully completed their probationary period.

(B) Probationer

A probationer is an employee who is provisionally employed on a regular post and is required to complete the probationary period to the satisfaction of the management before regularization of his/her appointment.

(C) Contractual Employment

The tenure of employment of an employee on contract is for a specified period of time and he/she is entitled to only the benefits specified in the contract of appointment. Such an employee shall have no right to claim regularization of his/her employment after expiry of the specified period. Unless terminated earlier by one month's notice or salary in lieu thereof, such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.



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Classification of Teaching & Non-Teaching Staff

Employees are further classified into the following categories:

A) Teaching

(1) Core Faculty

The employee is appointed by the organization on a regular basis for teaching, with a teaching load as per AICTE guidelines. They are the ones who are also given added responsibilities to ensure the growth of personal, students, and the organization as a whole. The employee is initially appointed on a standard probation period of 6 months. They can avail the benefits of a regular employee in the organization.

(2) Visiting/Adjunct Faculty

An Adjunct employee is a faculty hired by the Institution to teach but is not a full time member of the faculty. An Adjunct Faculty is a part-time or contingent instructor. An adjunct faculty member should be an eminent professional, scientist, or engineer recognized at national or international levels, often with outstanding published work to their credit.

A visiting faculty/staff means a person engaged for work on hourly basis in a day for a certain period mentioned in their appointment order. They are expected to work a minimum of 50 hours in one year, over a set number of days within a week, month, or semester. Visiting faculty are typically industrial professionals, retired professors, or experts from specific fields and are not entitled to the benefits afforded to regular employees of the organization.

B) Non- teaching

(1) Full Time

The employee is a regular employee who works as per the directions and responsibilities stated by the management and also maintain a minimum work timing and schedule. They are also entitled to various benefits as of a regular employee.

(2) Part Time / contract workers

Part-time employee means a person who is engaged for work for less than normal working hours. Part-time employees are ordinarily not entitled to the benefits provided to full time employees. They are allowed such benefits provided as are specifically determined by the management.



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(3) Essential Staff:

Staff on essential duty is expected to be available 24 / 7. These staff includes drivers, security, electricians, wardens and attenders.

3.3 Appointing Authority

a) Appointment of Head of the Institutions, Deans:

The authority as decided by the Chairman / CEO

b) Appointment of Faculty / Support Staff / Employees:

All other staff of MAMCET will be appointed by the Principal / Registrar on behalf of the Board of Trustees.

3.4 Human Resources Philosophy

- We recognize the contributions of the employees and treat each employee fairly and consistently in all matters, with a uniform application of the following human resources philosophies.
- Human resources are best allocated to achieve optimum productivity and efficiency.
- Employees are encouraged to equip themselves with the necessary skills for their current roles and future development.
- Rewards are based on merit, with high performers given priority for more responsible positions.
- Two-way communication between employees and management is promoted to build mutual understanding and trust.
- Workplace safety is prioritized to protect human health and enable employees to deliver their best performance.

3.5 Superannuation and Re-Employment.

- The age of superannuation for teachers is 65 years, with no extension of services beyond this age. However, the institute may re-employ superannuated teachers up to 70 years of age in accordance with the existing provisions in the statutes, memorandum of association, rules, schemes, regulations, and by-laws of the institute.
- Non-teaching staff shall work up to 70 years.



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3.6 Recruitment Policy & Process for Teaching Staff

3.6.1 Manpower Planning:

Manpower planning is the first step in recruitment. At the end of each semester, the Head of Departments will prepare the human resource requirements for their department based on the need and in accordance with AICTE and Anna University guidelines, and forward it to the Principal. The Principal will then finalize whether the vacancy can be filled by in-house staff or if a new employee needs to be selected. The final consolidated manpower requirement is forwarded to Management for approval. HR will then prepare an advertisement in consultation with the Principal and release it in newspapers and job portals. Staff employment during the semester will be avoided whenever possible.

3.6.2 Qualification :

The prescribed minimum qualifications and experience requirements for the various teaching posts will be on the norms of AICTE and Anna University. Non-teaching post requirements will be based on the department's request.

3.6.3 Interview Process:

- Upon receipt of the applications, the Head of the Department will screen candidates based on their qualifications, experience, and specialization.
- Shortlisted Candidates will be called for interviews over the phone/ e-mail by HR.
- An interview committee, comprising the Heads of Departments, subject experts (external and internal), and chaired by the Principal, will conduct the interview.
- The interview process consists of a written test, a classroom presentation, and an HR round.
- The respective head of the department will verify the documents about the qualifications and experience of the candidate before the interview.
- The interview committee will select the candidates and submit the interview reports with recommendations to the management for approval.
- Direct recruitment: If a need arises and a suitable candidate seeks a job, the Principal, in consultation with HR, can constitute an Interview Panel and conduct the interview. For senior positions, the Interview Panel will be constituted by the



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Chairman/CEO/Principal according to approved guidelines.

- Once selection is approved the offer letter is sent to the candidates through email and confirmation on the date of joining is received as return email.
- Appointment Orders will be issued by the Secretary and Correspondent (CEO) within a week of joining.

3.6.4. Joining Report:

- Upon joining, faculty should submit a joining report to the office through the respective Head of the Department and Principal.
- On the day of joining, the employee must submit all the original certificates for the purpose of verification.
- The HR department will complete formalities, including issuing the Appointment Letter, ID card, email ID, and ERP credentials, within ten working days of joining.
- The HR will create a new personal file for the faculty and start the service record from the date of joining.
- The service record will include appointment order copy, joining report, increment orders, training attended, faculty appraisal form, incentives, long leave availed, study leave, awards, and memos issued, all duly attested by the Principal.

3.6.5 Induction Training:

The HR Department will arrange an induction program for newly joined staff within a week of joining. The sessions will provide essential information about the Institute's history, facilities, rules and regulations, HR policies, academic processes, staff responsibilities, benefits, continuing education opportunities, and code of conduct. The HOD will acquaint the new faculty with working procedures, leave rules, and department activities.

3.6.6 Terms and Conditions of Service

Staff Declaration

As a teaching staff member joining MAMCET, they agree to follow the Statutes, Ordinances, and service regulations of the Institution. They should work a minimum of one year (two semesters) from the date of joining and not resign before one year. No teacher is permitted to leave during the middle of the semester as it would affect the students' education and the Institution's progress. If the faculty wants to resign from their duties, they must submit a formal



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request to the HR department through the proper channel with a 3 month notice or pay an amount equal to 3 months' salary.

3.7 Probation and Confirmation

- All employees will be on probation for a period of Six months when they are recruited for the posts.
- During the period of probation, the employees will be assessed on their performance.
- Deficiencies in the performance will be notified to the employee concerned and he/she will be advised suitably by their respective HODs to correct / rectify the same.
- If, in spite of the advice, to improve his/her performance, he/she continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice.
- If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period.

3.8 Personal File

A personnel file shall be opened for all employees. The personnel file shall contain the following:

1. Application of the candidate
2. Bio-data
3. Aadhar/Pan card
4. Written comments of reference, if any
5. Appointment order / Contract letter
6. Joining Report
7. Job Description
8. Personal details of employees like permanent/current address/blood group
9. Relieving letter or experience certificate from the previous employer or last employer
10. Letters of annual salary revisions & copies of performance appraisal
11. Two color passport size photograph
12. Memos issued, reply to above, reports of enquiry committees /suspension order/terminationon Disciplinary grounds etc.
13. Resignation / Contract termination letter
14. Leave letter for long leave/study leave
15. Higher study, permission/sponsor/ NOC letter



16. Exit interview

3.9 Identity Card

The Admin (or) HRM Department will issue these cards to new staff within 3 days of joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization, which should be promptly destroyed by Admin or HRM. HRIC maintains a register for issuing ID Cards. All teaching and non-teaching staff must wear their ID cards while on college premises.



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SECTION 4
SALARY POLICY

4.1 Salary

4.1.1 Basic Pay and Allowances

- a) MAMCET shall pay wages including allowances to its employees as specified in their appointment orders.
- b) Monthly salary shall be directly deposited into the employee's bank account or by cheque on the last working day of each month.
- c) Monthly salary payments shall be made after deductions required under statutory provisions.

The components of the Gross Salary for each employee at MAMCET are as follows:

- Basic
- HRA
- Conveyance
- Medical
- PF
- Special allowances
- Income tax (wherever applicable)
- PF deductions are done as per the law

a) Attendance and Salary Cycle

The attendance for preparation and release of salary is taken every month. The salary is prepared monthly with reference to the attendance records of each employee.

b) Full-Time Employees/ Contractual Employees:

The attendance taken into consideration for the preparation of Salary for a month is from 26th of the previous month to 25th of the present month. The salary is also released based on the attendance cycle.

c) Visiting Faculty:

Remuneration is fixed per session and will be released based on the number of sessions conducted. Payment will be made either at the end of each session or after the completion of the entire session.

d) Salary Policy:

1. Pay Scale: The pay scales for various teaching positions will follow AICTE norms, commensurate with qualifications and experience. Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale.
2. Consolidated Salary: Non-teaching staff will receive a consolidated salary at the time of joining until regularization. Non-teaching faculty are also eligible for pay scale as per their eligibility. Salary fixation depends on the position, qualifications, and experience.

4.2 Increment Policy

a) Annual Increment:

Every employee is eligible for a salary increment every year, based on the recommendations of the Head of the Department. The recommendations are based on the faculty performance appraisal reviewed by the scrutiny committee and Principal / Registrar. Annual increments, in general, will be paid in December of every calendar year. The annual increase is applied based on the employee's start date, excluding any periods of Leave on Loss of Pay (LLP). LLP time does not count towards the salary increase, and it doesn't accumulate over time.

Increment will be given as follows.

- If the date of joining falls between 1 to 15, increments will be given effect, from 1st of that month.
- If the date of joining falls between 16 to 28, 29, 30, 31 increments will be effect from 1st of the next month.
- Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale.
- The DA will be revised whenever announced by the management.
- To encourage retention of faculty, the Management has sanctioned additional D.A named as “MASTeR DA” for those who complete 4, 6, 8, 10 years exclusively in MASTeR GI at the rate of 2%, 4%, 6% and 8% respectively.

Salary Revision:

b) Retention policy:

- Grant of additional DA based on length of service (MASTeR DA).
- Providing a conducive work environment.



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- Conducting Developmental training programmes for self and organizational development.
- Providing additional challenging tasks.
- Ensure there is good communication within the team to help staff feel valued and respected.
- Providing ample promotional opportunities.

4.3 Payroll Deductions:

- Income-tax, Professional tax and contributory provident fund are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc without explicit written permission by the Management / Principal.
- **Income-tax:** All staff must present their deduction scheme to the Administration by the end of February, and final proof for savings by the end of December of each calendar year to finalize tax deducted at source for the year.

4.4 Provident Fund – Coverage Policy

- Staff members with a basic pay of less than Rs. 15,000 per month are covered by the Employment Provident Fund scheme. Both the management and the staff will contribute 12% of the staff's basic salary each month.

4.5 Group insurance scheme for employees:

- All teaching, and non-teaching staff and students are provided with a group insurance scheme with lifecover and accident cover up to 4 Lakhs.

4.6 Welfare Measures

The following are the services benefits and welfare measures extended to the staff of the college:

1. Pay revisions are based on the individual's Performance Appraisal report.
2. Employment Provident Fund scheme covers selected staff.
3. A Group Insurance Scheme is offered to our Staff members and students.
4. Boarding facilities are provided for the drivers, scavengers, and electricians from the hostel.
5. Financial assistance to the tune of Rs.5000 is provided in case of loss of life of a staff member or their family member for cremation.

6. A staff welfare fund has been created to assist needy staff members financially.
7. Transport fee concession for selected staff and Bus coordinators.
8. Free boarding and Lodging for Warden / Assistant Warden post.
9. Provision of a separate Dining Hall for Administrative staff members.
10. Free Tea / Coffee is provided to the Administrative staff during both sessions.



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SECTION 5
LEAVE POLICY

Leave Policy

MAMCET provides different kinds of leave to meet the various eventualities of its employees. Leave should be taken with proper notice so that the organization's work does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimal on the normal functioning of the college.

5.1 Working Hours:

- The College shall function from 9.10 AM to 4.30 PM for Faculty.
- The Lunch break will be for 45 Minutes and between 12.30 PM and 1.15 PM
- Alternative Saturdays are holidays; however, some Saturdays may be working days to meet the required number of working days as per university norms.
- During the vacation period all Saturdays and Sundays are holidays.

5.2 Attendance :

- Biometric and Facial Recognition Attendance: A record of entry and exit time is also maintained using the Biometric system / HRAPP. Those going out for work-related matters, need to submit the on-duty form or else they will be marked absent for the day.
- Staff and Faculty have signed their attendance before 9.05 AM in the morning and before 1.30 PM in the evening.
- The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adapted to meet different needs. However, the standard workweek of the employees is Monday to Saturday.
- Due to some administrative reasons faculty/staff need to work on holidays/Sundays based on the higher authorities' decision.
- No overtime charges are provided to any employee.

5.3 Permission

- Monthly, two permissions for short absences not exceeding one hour on any working day, either after starting working hours or before ending working hours, may be granted at the discretion of the HOD.
- If the number of permissions exceed two in a month, it will be considered as half-day CL.

If CL is not available, it will be treated as Leave on Loss of Pay (LLP).

5.4 Casual Leave

- Casual leave of 12 days is granted per year. However, temporary and probationary staff are eligible for 1 day of casual leave for each completed month of service.
- Casual leave is granted based on the calendar year, from January 1st to December 31st each year.
- Casual leave can be taken by prefixing or suffixing Sundays and other sanctioned/declared holidays only with the Principal's/Registrar's permission. However, Duty Leave and Compensatory Off can be combined with Casual Leave.
- Newly joined faculty can take casual leave after their first month of work.
- Essential staff are permitted 6 days of casual leave per year, with weekly off given to drivers, scavengers, attendants, and electricians.
- Security and warden staff are given two days off each month, which cannot be accumulated.

5.5 Study Leave / Leave to attend QIPs

- Faculty members may be granted study leave for higher education or to attend Quality Improvement Programmes (QIPs) and internships at the discretion of the Principal.

5.6 On-Duty (OD)

- Faculty members can take up to 10 days per semester as remunerative on-duty (OD) for academic purposes, but they must get prior approval from the Principal and a recommendation from the Head of the Department.
- All staff members must submit an on-duty form, which needs to be approved and signed by the Principal.
- Proof of the OD must be given to the college office within two working days. If the proof is late, it will be counted as leave for that period. If the proof is not available, the sanctioning authority will decide the validity of OD.

a) Teaching Faculty:

- On duty for exams: Remunerative on Duty (ROD) of 10 days per semester. An attendance sheet must be produced after the duty.
- On duty for research: 1 day for comprehensive viva and synopsis, and 2 days for viva-voce presentation. An attendance card must be produced after availing it.

- On duty for FDP, workshops, and conferences: 7 days per semester. An attendance sheet and certificate must be produced after availing it.
- However, faculty members in charge of NSS and similar activities can avail more than 10 days of on duty, based on need and necessity, with prior intimation and approval from the Head of the Institution.

b) Non - Teaching & Admin Staffs:

- On duties for admin staff will be provided for official work only. Every admin staff member availing on duty must submit the OD form to the HR Department before taking the on duty or get proper approval from the Registrar.
- However, the faculty members who are in-charge of NSS / NCC, etc., can avail more than 10 days, based on the need and necessities with prior intimation and approval from the Head of the institution.

5.7 Maternity Leave

- Women employees who have worked for more than two years are permitted to take maternity leave for up to six (6) months with one month's salary.
- Maternity leave salary will be provided only if the faculty rejoins the service after taking the leave.

Paternity leave

- All male staff members are eligible for 3 days of paternity leave to support their spouse during delivery.

5.8 Compensatory Leave

- All employees are eligible for compensatory leave if they worked on an official holiday, provided they obtain prior permission from higher authorities.
- Faculty and staff can accumulate and use compensatory leave within one year from the date it was credited, without it affecting their academic work. However, it cannot be applied if they have already received remuneration for the work.
- Applications for the credit of compensatory leave (CPL) should be submitted the next working day following the holidays.
- The calculation of CPL is based on their check-in and check-out times recorded in HRAPP.

5.9 Leave on Loss of Pay (LLP)

- If an employee has no leave available, they may request leave on Loss of Pay (LLP) under exceptional circumstances. Special permission is required to avail LLP for more than 7 days.

5.10 Vacation

- In addition to other leaves, teaching staff and technical support staff are eligible for vacation.
- Faculty members with one year of experience at MAMCET are eligible for five weeks of vacation per year. Three weeks will be given during May/June, and the remaining two weeks during November/December. However, the vacation period may be reduced as needed.
- Faculty with less than six months of service are not eligible for vacation.
- Technical and support staff are eligible for two weeks of vacation. The college has the right to prevent any staff member from taking a portion or all of their vacation if their services are essential during that period.
- Drivers, scavengers, security personnel, wardens, and electricians are not included in the vacation policy.
- Vacation leave should not be prefixed or suffixed with CL, CPL, LLP, or ODs.
- If anyone does not rejoin after the vacation period, the salary for the vacation period shall be deducted.
- All faculty and staff should complete all academic and administrative work before taking vacation. The vacation form should be submitted to the office after being recommended by the HOD and approved by the Principal.

Eligible Criteria for Summer Vacation Leave & Winter Vacation Leave

Eligibility					
Teaching			Non- Teaching		
Days	SVL	WVL		Days	VL
0 - 90 days	0	0		0 - 180 days	0
91 - 180 days	7	0		181 - 365 days	7
181 - 365 days	14	7		365 + days	14
365 + days	21	14			

5.11 Absence from Duty due to Bandh etc.

- MAMCET does not support bandh or hartal as legitimate means of protest, so no special leave will be granted to staff on these days. However, this is subject to the Management's decision.

5.12 Remunerative on duty (ROD)

- Staff who have not completed 6 months of continuous service in this institution but have outside experience are eligible for ROD (for examination purposes only)
- But such ROD days will be deducted from the number of days of their vacation leave.

5.13 Pandemic diseases/ contagious diseases leave

- Maximum of 14 days per academic year can be availed.
- Full salary will be permitted with salary upon submission of proper documents (Medical certificate, hospital bills etc.,)

5.14 Medical Leave

- Medical leave will be permitted with salary upon submission of proper documents (Medical certificate, hospital bills etc.,)
- Maximum of 7 days per academic year can be availed.
- The Management reserves the right to sanction or reject the medical leave and it depends upon the reason under which the leave was taken or applied.
- The medical leave will be approved based on the sickness /surgery / accident / contagious diseases.

5.15 Marriage Leave

- All staff teaching/ Non-teaching members are eligible for marriage leave.

Eligible Criteria

Sl No.	Years of Service in MAMCET	No. of Holidays with pay
1.	Less than one year	3 Days
2.	1 to 3 years	5 Days
3.	3 and more	7 Days

5.16 Restricted Holidays

- All teaching and non-teaching staff members are eligible to take 2 days of Restricted Holiday (RH) per year. However, this is limited to a maximum of 10% of the department's strength at a time.

Sl No.	Restricted Holiday
1.	Masi Magam
2.	Maha Sivarathri
3.	Great Thursday
4.	First Day of Ramadan
5.	27 th Day of Ramadan fasting
6.	Varalakshmi viratham
7.	Onam
8.	All souls day
9.	Vaikunta Ekadasi
10.	Avani Avittam
11.	Aadi Perukku
12.	Deepavali eve
13.	Karthikai
14.	Miladinabi
15.	Christmas eve
16.	New year eve

5.14 Norms for Availing Leave:

- Casual leave (CL) can be accumulated and taken within the calendar year.
- If holidays fall in between consecutive CL or Leave on Loss of Pay (LOP), these holidays will be included in the calculation of CL/LOP.
- Consecutive CL should not exceed 3 days, including holidays.
- CL must be used within the calendar year and cannot be carried over to the next year.
- Security staff are not eligible for any kind of leave other than 2 days off per month.
- All leaves should be taken with prior permission with higher authorities.
- In case of emergency, CL must be communicated through email to the HOD and CC to the

Principal. Leave forms should be submitted to the office before 3 pm the next day, or they will be considered as LOP.

- The Management reserves the right to approve or reject leave (LI, CL, CPL, Permission, OD, RH, etc.) based on the reason for the leave.
- Absence without proper intimation will be considered as LOP.



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SECTION 6
BENEFITS AND INCENTIVES POLICY

6. Higher Studies

6.1 Full – Time mode:

- Study leave for acquiring a Ph.D. from a university is admissible only to faculty members who have served not less than 3 (three) years in MAMCET. However, under special situations, the service period requirement can be waived at the discretion of the Management.
- Requests for issuing Bonafide certificates or No Objection Certificates for pursuing a Ph.D. must be submitted to the Head of the Institution for approval.
- If a faculty member takes three years of leave without pay, they must serve the institution for a period of 2 years from the completion date of the Ph.D. program.
- For Full-Time Ph.D., the number of sponsorships is limited to one per department per year, not exceeding a total of six sponsorships for the entire college.

6.2 Part – Time mode:

- Part-time Ph.D. studies at a university are permissible.
- Requests for Bonafide Certificates or No Objection Certificates for pursuing part-time Ph.D. must be submitted to the Head of the Institution for approval.
- No On-Duty (OD) will be granted until all formalities for the registration of the Ph.D. are completed.
- On-Duty (OD) for 1 day per month (preferably Fridays, Saturdays, or any other day depending on the availability of the Research Guide) will be granted.
- On-Duty (OD) will also be granted for attending Doctoral Committee (DC) meetings.
- OD for 3 days will be sanctioned for attending Viva-Voce examinations.
- For other activities like attending workshops, seminars, conferences, etc., OD will be granted as per existing norms.
- There is no limit on the total number of persons sponsored under the Part-Time mode for Ph.D. studies.
- Promotion and other benefits after completing the Ph.D. will be given as per norms.



6.3 Increment during Higher Studies:

- Faculty members pursuing Ph.D. in Full-time mode will have their annual increments frozen since they are not involved in teaching work during the study period.
- Faculty members pursuing Ph.D. in Part-time mode will have their annual increments sanctioned as usual because they are engaged in teaching work even during the study period.
- For the computation of "Total Experience," the study period will be included regardless of the mode of study for Ph.D.

6.4 Special Training

- Faculty sponsored for special training including FDP, STTP, Internships, and Sabbatical:
- Staff members can attend Workshops / Conferences / SDP/ FDP programme both offline and online mode with "ON DUTY", without affecting their regular academic schedule.
- If the Faculty participates in two weeks FDP (one per semester) One week will be on duty and the other week shall be adjusted with their vacation.
- Faculty attending training or internships at premier academic institutes, industries with or without stipend for more than two weeks need to serve the institution for at least one year and has to disseminate the knowledge to minimum of 3 department faculty and at least 30 students and submit relevant report to the Head of the Institutions.
- Faculty attending special training or internships must produce outcomes, such as projects, patents, publications, or fund generation through FDPs and seminars, within one year to avail of their FPMS credits. As staff joining MAMCET, they should be fully aware that if they attend any special training, workshops, or faculty development programs sponsored by the management, they are required to serve a minimum of two semesters from the date of the program. If they fail to do so, they must repay the cost incurred to the management at the time of their departure.

6.5 Travelling Allowance and DA

- Faculty members who have completed six months of their probationary period are eligible to claim TA/DA for official work.
- TA can be claimed for official visits within the country by eligible staff.
- If their own vehicle is used, actual fuel expenses will be reimbursed upon submission of the fuel bill within three days.
- Daily Allowance (D.A) will be paid, subject to management approval.

6.6 Registration fees for workshop/conference

- The registration fee will be sanctioned to the maximum of Rs.1500 per conference (two per year) for the National Conference and International Conference for the first author with MAMCET affiliation. (Second author, if the guide is the first author).
- Registration fees will be sanctioned to a maximum of Rs.1000/- (per year) for the Faculty development Program / Workshop / Seminars on submission of supporting documents. (Registration form, handouts, certificate and attendance)

6.7 Research Funding, Patents, and Publications**Benefits:****6.7.1 Research Funding Policy:**

- For the development of academics, the Institute encourages the Faculty members to improve their skills in the area of Consultancy, Applying Funding Proposals & Patents, and Registering for Higher Education, and Journal Publications.
- The Institute supports the deserving Faculty members financially for their improvement and motivates them to be updated with the current trends in technology and society. The Institute believes that if a faculty is not updated, then the faculty is outdated.

6.7.2 Consultancy:

The revenue generated for such consultancy works is shared as per the below table,

S.No	Category	College Share of revenue generated	Faculty in charge share of revenue	Staff share of revenue
1	Knowledge sharing (College resources not utilized)	40%	50%	10%
2	College resources utilized	60%	30%	10%

Terms & Conditions:

- The consultancy work will be carried out under the head of M.A.M. College of Engineering & Technology.
- The revenue generated will be deposited in the Institution account. The Institute will provide the cheque to the respective faculty at the end of every consultancy work.
- The consultancy work must be done in correlation with an industry and student participation is compulsory.

6.7.3 Patent:

- The patent must be registered irrevocably in the name of MAMCET, with the researcher's name prominently featured as the inventor.
- Commercial aspects will be mutually agreed upon between the Institute and the researcher. The Institute will cover registration charges, up to a maximum of Rs. 10,000 (up to Rs. 2,000 for national patents and up to Rs. 10,000 for international patents).

6.7.4 Research Funding

- Research funding may be obtained from various agencies including AICTE, DST, ISRO, DBT, TNSCST, Universities, Institution, and other agencies, under different schemes.
- The incentive for receiving research funding will be based on the amount sanctioned.
- To receive the incentive, the Principal Investigator (PI) and Co-Investigator (CI) must submit a detailed report through the Head of the Department to the Principal/Director for consideration. The report must be thoroughly scrutinized before submission.
- If the project does not have a Co-Investigator (CI), the entire incentive amount will go to the Principal Investigator (PI).

No	Category	Name	Percentage of Share
1	Research Funding and Funded Projects	Principal Investigator	6% of the Received Fund
2	Research Funding and Funded Projects	Co-Investigator	4% of the Received Fund
3	Research Funding and Funded Projects	Contribution to Institution	Actual cost incurred to establish the facility/procurement from the allotted fund

6.7.5 Journal Publications:

- In every department, faculty members are assigned targets for paper publications and attending conferences, both National and International, every semester.
- Faculty members who achieve their targets are appreciated with incentives and are elevated in hierarchy within the department. The incentive schemes for journal publication are as follows:



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S.No	Criteria	Author1	Author2	Author3 and above
1	SCI Indexed	Rs. 5000	Rs. 3000	Rs. 2000
2	Scopus Indexed	Rs. 3000	Rs. 2000	Rs. 1000

6.7.6 Publication of Books:

- Faculty members who have taken efforts to write and publish books or monographs are encouraged and incentive will be given to the faculty member as indicated below.
 - ✓ Full book renowned international publisher Rs. 10,000
 - ✓ Full book renowned National publisher Rs. 2,000
 - ✓ Contribution renowned International/National Publisher Rs. 1,000 /Rs. 500 of chapters
- Monographs National level/International level Rs. 2,000
- Professional societies news letters Rs. 250/- incentives will be given
- Article in Technical Magazine Rs. 1,000/- incentives will be given

6.7.7 Terms & Conditions:

- Journal paper must be in the affiliation of M.A.M. College of Engineering & technology
- Published paper must have year, Volume no and Page no.
- Impact Factor should be available in the front page of the corresponding journal website.
- To receive the incentive the corresponding faculty must produce the hardcopy of the published research paper/book chapter/textbook and proof of Impact factor and Index in Scopus/SCI
- If the paper is contributed by more than one author (all authors are working in MAMCET, the credit points will be shared by all the authors equally.

SECTION 7
TRANSPORT FACILITIES

Transport facilities policy

- Transport facility is available in and around Trichy, as well as from outside Trichy at designated hubs decided by the management.
- Using college transport is optional. It is advised for those who need it and agree to abide by the college transport rules.
- The transport fee should be paid at the beginning of the year in the Administration Office.
- Transport charges will be notified annually and are subject to change based on fuel cost and other operating costs.
- Late arrivals are not entertained at boarding or dropping points. The main stage waiting time is 5 minutes, and for all other stages, it is 3 minutes.
- Buses will reach the college premises by 8:50 AM and leave by 4.45 PM every day.
- The college reserves the right to change, alter, or amend any of the above rules at any time, and these changes will be binding on the students.
- Existing staff members should pay 50% of the bus fees for usage of less than 15 days (one week) and the full bus fare (100%) for usage of more than 15 days.

Sl No.	Cadre	Salary	% of concession
1	Teaching	-	0
2	Non-Teaching	Less than Rs.10000/-	100%
3	Non-Teaching	More than Rs. 10000/-	50%
4	Bus Coordinators	-	50%

SECTION 8

TRAVEL POLICY

8.1 Purpose & scope:

Business reasons of College/ require employees to travel across or within respective cities. This facility will be extended to all eligible employees, who need to travel for official purposes of the College.

8.2 Local travel:

Local business travel is defined as official travel within the city limits.

8.2.1 Eligibility for reimbursements:

Actual kms travelled will be qualified for reimbursement.

8.2.2 Employee using their own Vehicle:

The employee has to maintain a log book and claim reimbursement once in a month.

- Two Wheeler: Rs. 8/- per km travelled
- Four Wheeler: Rs. 14/- per km travelled
- After proper checking of the (to and from) distance, the amount will be provided with supporting documents and needs approval from the HOD/Manager/Leadership members.
- After getting approval, it will be forwarded to the accounts department for further processing.

Band wise list:

Designation	Band
Senior Leadership Team	Band 5
HOD/Professor	Band 4
Manager/AO/Asso-Prof/Asst-Prof/PED	Band 3
Librarian/Office staff/Technical staff	Band 2
Attender/Driver/Security/scavenger	Band 1

8.3 Travel Bookings & Expense Settlement (Out Station):

8.3.1 Approval for official Trips: For official trips, employees must obtain prior approval from the department head or higher authorities using the travel requisition form available in the HR Policy under travel policies.

8.3.2 Bus/Train & Flight Tickets: All travel tickets (bus, train, and flight) will be booked by the Transport Department/by the employee. Travelling allowance will be based on the employee's grade as specified below.

Travel Eligibility		
Employee Grade	Mode of transport	Class
Band 5	Flight / Train	Economy / First Class
Band 4	Train/Car	Three Tier AC
Band 3	Train	First class non - AC
Band 2	Train	Train/Bus/Sleeper
Band 1	Train	Train/Bus

Note: If the tickets are not available as per the eligibility, will book the next available class.

8.3.3 Own Car: Employees can claim Rs. 14/- per km and toll charges, subject to the submission of original bills at the time of reimbursement. If supporting bills are not provided, the reimbursement may not be processed.

8.3.4 Taxi / Rented cars: Employee can claim reimbursement of the taxi fare incurred only against submission of taxi receipt provided by the taxi agency.

8.3.5 Overnight boarding and lodging allowance: Employees are required to use the institute-arranged facilities. Hotel reservations will be made by the Transport team or employees themselves based on employee grade and hotel availability. Reimbursement will be entertained strictly against the production of bills. Bill or eligibility amount whichever is less, will be reimbursed.

Accommodation Eligibility (excluding taxes)		
Employee Grade	Tier 1	Tier 2
Band 5	Rs.5000/-	Rs. 4000/-
Band 4	Rs.2500/-	Rs. 2000/-
Band 3	Rs.1500/-	Rs. 1000/-
Band 2,1	Rs 800/-	Rs 500/-

Tier 1 Cities: Chennai, Bangalore, Hyderabad, Mumbai, Delhi, Kolkata

Tier 2 Cities: Trichy, Pune, Coimbatore, Mysore, AP and other 2 Tier cities

Note: If eligible category rooms are not available, will book the next available category rooms.

- If an employee stays at a relative's or friend's house during official visits, they are allowed to claim 50% of their local conveyance for commuting to the office or the accommodation place.

8.3.6 Boarding limits: Employees can claim per-diem amount as per the eligibility.

Outstation Boarding Expenses		
Employee Grade	Eligibility per day	
	Tier 1 Cities	Tier 2 Cities
Band 5 & 6	Actual	Actual
Band 4	Rs.750/-	Rs. 500/-
Band 3	Rs.600/-	Rs.400/-
Band 2	Rs.400/-	Rs.300/-

Per-diem is a fixed amount payable for the respective grade per day. Employees need to submit all bills.

8.3.7 Conveyance expenses :

Commuting to bus stand, railway station, airports, and hotel can also be claimed as per the below mentioned eligibility.

Conveyance Expenses from Bus/Railway station		
Employee		Eligibility
Grade	Tier 1 Cities	Tier 2 & 3 Cities
Band 5 & 6	Arranged by Institute or as per actual	Arranged by Institute or as per actual
Band 1 to 4	Actual on submission of bills	Actual on submission of bills

8.3.9 Advance and Travel Statement/ Settlement:

- Employees are eligible for a travel advance, subject to prior approval from higher authorities or the HOD, provided the request is made at least 3 working days in advance of the travel date.
- If the employee does not undertake the journey, the travel advance must be returned to the company within 2 working days; otherwise, necessary deductions will be made from the salary.
- Employees should submit their travel expense statements within 7 working days from the date of return from the official trip; otherwise, such claims will not be entertained.
- The traveling expenses statement should be carefully filled and the details should be legible for records. The travel expense statement is required to be submitted with the supporting documents in original if any.

8.3.10 Travel request processing time (ticket booking):

- Bus / Train Tickets: Minimum 4 days in advance
- Flight Bookings: Minimum 7 days in advance
- Car : Minimum 1 or 2 days in advance

SECTION 9
STUDENT SUPPORT POLICY

9.1 To Ensure Quality Academic Support:

- Academic activities as per Calendar of Events.
- Regular academic audits to ensure quality education.
- Library with print and digital learning resources.
- Students' scholarships (>2.5 Cr) from Govt and MASTeR foundation.
- Proctor system to mentor students.
- University rank holders are acknowledged with gold medals.

9.2 To Provide Good Non Academic Support:

- Group insurance cover for all students.
- Platforms to nurture students' literary, cultural, and sports talents.
- Excellent support for placements, training, and entrepreneurship.
- Provision of RO water and canteen facilities.
- Hygienic and high-quality food and amenities in hostels.
- Reliable transport facilities, 24/7 security, and CCTV surveillance.
- Commitment to anti-discrimination and equal opportunity.
- Protection for students under the institution's sexual harassment and anti-ragging policies.
- Sponsorship for outstanding students to join professional societies.
- Opportunities to visit IITM Research Park and membership in the Build Club IITM Research Park.



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SELF DECLARATION

I hereby declare that I have fully read the HR policy of MAMCET and understood the points mentioned and I assure that I will abide to the policy with fullest cooperation to the best of my knowledge.

Date:

Place: Siruganur

Signature

Name: _____

Mobile Number: _____

Department: _____

Designation: _____

Date of Joining: _____

Principal

Registrar



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**RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE
HR POLICY**

This is to acknowledge that I have received a copy of the MAMCET HR policy, dated,_. This HR policy sets forth the terms and conditions of my employment as well as the rights, duties, responsibilities and obligations of my employment with the College. I understand and agree that it is my responsibility to read and familiarize myself with all of the provisions of the HR policy.

I understand that provisions of this HR policy, the college reserves the right to amend, modify, withdraw, delete, supplement or add to the provisions of this HR policy as it deems appropriate from time to time in its sole and absolute discretion.

I understand that nothing in this HR policy creates or is intended to create a promise or representation of continued employment and that employment at the College is at will. My signature below certifies that I understand that the foregoing agreement on at will status is the sole and entire agreement between the College and myself concerning the duration of employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations concerning my employment with the College.

Date : _____

Signed : _____
(Employee)

Signed : _____
(Hiring employer)

(Note: The “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement above must be separated from the employee’s copy of their HR policy, and placed in the employee’s personal file. The college upon receiving the “RECEIPT AND ACKNOWLEDGEMENT FOR EMPLOYEE HR POLICY” statement from the employee should make a copy of the receipt and return copy back to employee.)



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