



MALNAD COLLEGE OF ENGINEERING, HASSAN

**(Approved by AICTE, New Delhi and Affiliated to Visvesvaraya Technological University,
Belagavi)**

**(Autonomous Institution, Accredited by NAAC and 9 UG Programs Accredited by NBA)
HASSAN-573 202, Karnataka, India**

<https://www.mcehassan.ac.in> Phone-08172-245317

Human Resource (HR) Manual



MALNAD COLLEGE OF ENGINEERING

(Autonomous)

(Approved by AICTE, New Delhi and Affiliated to Visvesvaraya Technological University, Belagavi)

Accredited by NAAC and NBA

HASSAN-573202, Karnataka, India

Email - office@mcehassan.ac.in, <https://www.mcehassan.ac.in>

Phone-08172-245317

Vision and Mission of the Institute

Vision:

To be an institute of excellence in engineering education and research, producing socially responsible professionals.

Mission:

1. Create a conducive environment for learning and research
2. Establish industry and academic collaborations
3. Ensure professional and ethical values in all institutional endeavors

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1. Introduction:

The information in this HR policy is important to all the Employees of Malnad College of Engineering (MCE) and they should strictly adhere to and follow the HR policy. This HR policy is to be referred to whenever a clarification on college policies/benefits is required.

Based on the instructions from various statutory bodies and state governments the policies, practices, and benefits described in the HR policy may change from time to time. On such occasions, the college reserves the right to amend, modify, rescind, delete, supplement or add to the provisions of this HR policy at its own discretion. However, no amendment or modification of this HR policy shall be effective unless made in writing, and signed by the chairman of the governing body, the Malnad Technical Education Society (MTES) ®. The college will attempt to provide the employees with notification of any other changes as they occur.

2. Vision and Mission:

Malnad Technical Education Society ®

VISION:

To establish institutions of excellence and produce the best citizens who can contribute to global peace and prosperity

MISSION:

- To contribute to the qualified manpower of the nation.
- To provide excellent infrastructure and environment for quality education.
- To recruit and retain the finest faculty.
- To ensure enriching rewards to all stakeholders.
- To fulfill social obligations in all possible ways.



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Malnad College of Engineering

VISION:

To be an institute of excellence in engineering education and research, producing socially responsible professionals.

MISSION:

- Create a conducive environment for learning and research.
- Establish industry and academia collaborations.
- Ensure professional and ethical values in all institutional endeavors.

3. Definitions of Terms:

In this manual, unless the context otherwise requires the acronyms are as follows:

- **MCE** or **College**: MALNAD COLLEGE OF ENGINEERING, HASSAN - 573202.
- **Employer**: the Chairman, MTES ® or anyone duly authorized by him.
- **College Premises**: the college buildings, administrative office, other ancillary offices and buildings as well as vacant spaces located within the college campus.
- **Employee**: any person who is employed for salary in any kind of work associated with MCE& who gets his/her salary from MCE.
- **Calendar Year**: the period commencing from the 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 from odd and even semesters.
- **Financial Year**: the period commencing from 1st April of the current year and ending with the 31st day of March of the succeeding year.
- **BoG**: Board of Governors of MCE.
- **Faculty**: all employees who teach courses to students in various departments.



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- **Staff:** includes all employees who assist the faculty in various departments and assist the Principal in the administrative works.
- **AICTE:** All India Council for Technical Education.
- **VTU:** Visvesvaraya Technological University.
- **GoK:** Government of Karnataka
- **QIP:** Quality Improvement Program

4. Profile of the College:

Malnad College of Engineering was established in 1960 under a second five-year plan, as a joint venture between the Government of India, the Government of Karnataka, and the Malnad Technical Education Society (R). The institution made its humble beginning with three basic branches of Engineering, during the course of time with technological developments the Institution embraced nine branches of Engineering to its fold. Further, the institution added four PG programs to its fold over the years. Since its inception, the college was affiliated the University of Mysore but later got affiliated with Visvesvaraya Technological University, Belgaum. In 2007, the college was granted the status of an autonomous institution. All the 9UG branches got accreditation by NBA, New Delhi and the institution has got NAAC accreditation. Hassan is a district headquarters known for historical architectural monuments like Beluru, Halebeedu, and Shravanabelagola. It is famous for coffee, pepper, and cardamom in addition to other commercial crops. Master Control Facility (MCF) is known for controlling Satellites and our Institution is having a long-standing interaction (more than 40 years) with that organization for R & D works. The main aim of establishing this institution was to give higher education in the area of Malnad region including Hassan, Chikmagalur, Coorg, Shivamogga, and part of Mangalore. In a journey of more than 6 decades, the college has produced more than thirty thousand engineers in various disciplines of engineering. Several alumni have acquired the highest position in industry, academia and R&D organization across the globe.

- MCE has the distinction of having 28 Principals of engineering colleges and 4 Vice-Chancellors as Alumni.



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- Malnad College of Engineering is proud to have 6 of its alumni Mr. C.D. Sridhara, Sri.Nagaraj H.N., Dr. Subramanya Udupa, Dr. S.V. Sharma, Sri. Ananda, Sri. Raghunandan being part of MARS arbirer mission of ISRO.
- MOU withy leading organization like Mercedes Benz, Philips, NITK, Suratkal for Virtual Labs and IUCEE, MCF, Hassan and other leading industry and organization.
- The Centre of Excellence for automation with Bosch Rexroth, Germany, Auto desk and sales force technologies are established to enhance skills of students. All the 9 engineering departments have MOU with many of the leading Industries and R&D organizations.
- MOU with North Dakota State University (NDSU) is established for twining and immersion programs.
- Alumni have supported in establishing Project Lab, Innovation Lab and IoT Labs in the college.
- Being TEQIP funded institution in all the 3 phases MCE is mentoring Jorhat Engineering College, Jorhat in Assam and being considered as one the high performing Institution to get additional grants.
- Department of Science and technology selected MCE for FIST project to the tune of 1.5 Crores.
- AICTE granted 2 crores for the construction of hostel in the year 2018-19.
- Karnataka state Govt. established New Age Innovation Network (NAIN) centers in the college to encourage Start-up, Entrepreneurship and Innovation.
- AICTE-IDEA lab has been established with a grant of 50.00 Lakhs and a matching grant from the management.
- Several funded projects across all the departments and more than 55 Ph.Ds produced and presently more than 100 Ph.Ds have registered in the college research centers. Malnad college of Engineering has many patents granted/published and more than 1000 publications in renowned journals/conference proceedings.
- All the green initiatives are adopted in the college with in-house 125 KV Solar Power generation.



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- Spacious library with reference section accommodating 600 students at a time and more than 1 lakh books along with consortium membership of VTU for e-Journals, and e-books.
- The campus is Wi-Fi enabled with a leased line from BSNL.
- State-of -Art, sports facility with swimming pool, hi-tech gym shuttle badminton court is provided for the students.
- Only engineering college providing meditation center inside the campus.

5. General Information:

Name and Address of the College:

Malnad College of Engineering

PB No. 21, Salagame Road

Hassan, Karnataka State, India

PIN 573202

ContactDetails:

Phone:**08172-245317**

Email:office@mcehassan.ac.in

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AICTE Permanent Institute ID: 1-465501833



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6. Innovation and Improvement:

Innovation to be applied to issues at all levels through changes in the technology, process and organization system to meet the changing needs of modern engineering education. It is done to ensure that competitive advantage is maintained and to utilize the new opportunities. Employees of the organization shall always show their willingness to accept the innovations and changes in the system. Improvements and innovations are encouraged through learning. Employees are expected to combine their knowledge, thinking patterns and behavior patterns with the values of the organization by considering the organization values based on its vision, mission and objectives. Improvement of employees' competency will be recognized and rewarded.

7. Recruitment Policy:

- The Principal assesses faculty and staff requirements every semester.
- The establishment section obtains staff requirement lists from the Heads of departments and arrive the number required of faculty members, Lab assistants and administrative staff.
- Principal forwards the requirements to the management and receives the approval.
- The establishment section plans for the advertisement and advertisements regarding job profiles, required qualification and experience with salary norms are published in leading Kannada/English daily.
- Applications for various posts received are collected by the establishment section at office. Necessary inward entries of the applications are made and scrutinized with the help of respective HoDs.
- A Selection Committee which comprises of the following members is formed by the Principal to conduct interview.



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Constituent Members of Selection Committee

Sl.No.	Members of Selection Committee
1.	Chairman: Principal
2.	Special Invitees: Management Representatives
3.	Internal Member: HoD Concerned
4.	External Members: University Nominee
5.	External Members: Subject Experts

- Interview call letters are sent to the applicants with the date and venue of the interview. Applicants are asked to attend the personal interview along with their original testimonials.
- The dates of interview and the venue are communicated to all the designated panel members.
- If necessary, applicants will be given a written test with respect to their specialization.
- On the date of selection, appraisal sheets are given to the panel members to award marks/ grades for each of the item (the attributes are decided at the time of interview depending upon the position).
- Assessment and valuation of applicants done by each panel member is consolidated and a list is prepared.
- Selection of candidates shall be made on merit/ranking and recommendations signed by the panel members.
- The list of candidates selected for the appointment shall be forwarded for approval by the Chairman, BoG.

Appointment:

- Newly appointed faculty has to join before commencement of the classes so that they



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will have enough time to get acquainted with the new environment, preparing lesson plans and department work.

- On reporting for duty at the college, the candidate shall meet the Principal and submit the joining report duly filled.
- New faculty member have to report to the HoD concerned after receiving suitable instructions and guidelines from Principal.
- The HoD gives a brief introduction about the department and introduces the new incumbent to all the teaching and non-teaching staff members of the concerned department.
- The establishment section will ensure all the registration formalities of the new faculty/ staff.
- The HoD assigns the course to the new faculty based on his/her field of interest/department requirements.

8. Employee Duties and Responsibilities:

- Duties and responsibilities of the teaching staff other than the Principal shall be basically governed by the norms of AICTE and VTU and as approved by the BoG.
- Duties and responsibilities of the Non-Teaching staff (Technical and Administrative) are assigned by the concerned authorities.
- All the employees should strictly follow the HR policy & code of ethics described by the college.
- Every employee shall maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings at all times.
- Every employee is expected to be courteous in his/her dealings with other members of the staff, students and members of the public at all times.
- All the employees are required to observe the scheduled hours of work during which



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they must be present at the place of their duty. Employees have to register their attendance in both bio-metric system & register every day.

- All grievances shall be addressed to the Principal through proper channel.
- The dress code has to be followed by the employee's as envisaged.
- All the staff members both teaching and non-teaching have to wear the identity cards compulsorily within the campus.
- The usage of cellphones inside the campus is restricted.
- The faculty members are expected to maintain a very healthy teacher-student relationship and maintain utmost discipline among the students and uphold the decorum of their position.
- The faculty & staff members are expected to follow the code of conduct and be a role model to the students.
- The faculty & staff members have to follow all the rules and regulations of the college that are in force from time to time.



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9. Work Schedule and Timings:

10.00 a.m. to 1.30 p.m. and 2.30 p.m. to 5.30 p.m. with a lunch break from 1.30p.m. to 2.30 p.m. Faculty, if classes are scheduled before 10.00 a.m. have to engage it at that time only.

10. Pay Scale and Increment:

- The entire Grant in Aid faculty is getting AICTE 7th pay scales and allowances.
- The entire Grant in Aid staff members is getting Karnataka state government 6th pay scales and allowances.
- The un-aided Faculty/ Staff members are getting pay scales and allowances as recommended by AICTE/ State Government/ BoG.

a. Yearly increment

1. Employees are eligible for increment after the completion of 12 months of satisfactory service in the College.
2. The increment is awarded based on the performance appraisal.
3. It is mandatory for all the faculties with Master's degree to register for their Ph.D.
4. Faculty with Ph.D. need to submit proposals to funding agencies and obtain funds for research projects/ organizing conference/seminar/workshop/FDP, etc.,
5. Research publication by faculty is mandatory and will be considered during performance appraisal.



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b. Benefits extended to faculty & staff

1. Employee Provident Fund is provided for un-aided faculty and staff members.
2. Employee State Insurance (ESI) is covered for staff members drawing salary less than Rs.21, 000/month.
3. Group Insurance for all faculty & staff members.
4. Faculty members can avail low interest loans from MTES® in case of house building, marriage/emergency situations.
5. Festival advance amount is given to all employees upon request. It will be deducted in equal installments without charging any interest.
6. If an employee dies during service, a death relief fund will be disbursed immediately.
7. Maternity Leave of 180 days for female faculty and staff members.
8. Paternity leave of 15 days for male faculty and staff members

c. Research Benefits to Faculty

1. Sponsorship of registration fee for attending seminars, workshops & FDPs and presenting papers in national/international conferences.
2. Cash award based on the total grant sanctioned by the funding agencies for research projects.
3. Incentive for publication of Research Articles in Journals/ conferences
4. Incentive for publication/ grant of Indian/ foreign patents



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11.Leave Policy:

Casual leave

1. Faculty and Staff members need to avail leaves only if it is essentially needed.
2. Faculty and staff members can avail a total of 15 Casual Leaves (CL) in a calendar year (1stJanuary to 31stDecember).
3. CLs cannot be availed continuously for more than 3 days.
4. CLs are to be sanctioned by the respective HoD
5. Request for any other types of leave need to be addressed to the Principal through the respective HoD.
6. Leave can be availed by the faculty and staff members only with the prior permission after making due alternative arrangements.

Restricted Holiday

Two days per calendar year for employees on the days earmarked by the GoK.

Earned Leave

A cumulative earned leave of 10 days per year is credited to every faculty who are vocational. Similarly, 30 days per year is credited to every faculty and staff who are non-vocational. This leave can be encashed upon surrender from time to time as per the directions of the BoG/ GoK.

Commuted Leave:

All the staff members are eligible for a cumulative commuted leave of 20 days per year.



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Special Casual Leave (SCL):

Faculty members are eligible to avail special casual leave for attending conference, FDP, workshop, seminar, BoE/BoS meeting, etc., upon the prior approval from the HoD. Attendance/ participation certificate is to be submitted after return. However, faculty can avail SCL of up to 15 days per year.

On Official Duty (OOD):

An employee can avail OOD, if they are deputed for an official work by the Principal.

Vacation:

Faculty members upon completion of the probationary period can avail vacation as per the GoK/ BoG regulations. At present, it is 8 weeks per year which can be taken at the end of both odd and even semesters. It is mandatory for a faculty to complete all the work assigned to them by the college authorities before availing vacation.

Study Leave:

Faculty members pursuing Ph.D. under QIP are entitled for study leave as prescribed by the AICTE and approved by the BoG.



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12. Employee Performance Appraisals & Promotions:

Performance Evaluations

Yearly evaluation is carried out to determine the progress of individual employee. Pay increase depends on the employee's demonstrated job proficiency.

Faculty Appraisal

Academic Performance of a faculty is evaluated using the following parameters and the score is calculated based on the Academic Performance Indicators (API):

i. Teaching, Learning & Evaluation

- a. Lectures, Tutorials, Practical conducted (50*APCOM)
- b. Performance of Students (Sum of APIP,APIFC,APIFCD)
- c. Evaluation process
- d. Participatory & Innovative Teaching Learning Methodologies
- e. Student Feedback
- f. Curriculum Enrichment

ii. Research & Development

- a. Sponsored Research Projects
- b. External Funding for Research Activities (Conf. / WS / Seminar/ STTP / FDP etc.)
- c. Publications
- d. Invited lectures
- e. Books and Chapters in Books
- f. Patents
- g. Industrial Training / Online courses (NPTEL / SWAYAM / MOOCs, etc.)
- h. Courses/ Programs Attended
- i. Courses / Programs Organized
- j. Research Guidance
- k. Research Evaluation and Review



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- l. Collaborative Research
- m. Product/ Process Development
- n. Consultancy Projects
- o. MoU / Training & Placement Activities
- p. Fellowships / Awards

iii. Co-Curricular, Extension & Professional Development

- a. Student Centric Activity
- b. Academic and Administrative Committees & Responsibilities
- c. Academic and Administrative Committees/Memberships (Outside the institution)

Promotions for Faculty

The institution provides equal opportunity for all the faculty members. The management prefers to promote employees within the organization who are not only qualified but also contributed to a development of the institution. All promotions shall be considered based on the merit and subject to the fulfillment of AICTE norms.

Carrier Advancement for Staff

Time bound promotion: A staff working for a period of more than 10 years in the same post is eligible for time bound promotion.

Automatic promotion: If a staff puts in a continuous service of not less than 15 years, than automatic promotion will be given

Additional Pay Promotion: A staff working in the same post continuously for 20, 25 and 30 years will get this promotion benefit.



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13. Discipline and Grievance Procedure:

Any type of misconduct is not tolerated by the college administration and management. The following college standards, while not all-inclusive, are the principal standards in effect. These standards apply equally to all and are for the protection of all employees and college. Engaging in the following activities may subject to disciplinary action which extends to termination of employment. The following acts and commissions shall be treated as misconduct.

1. Insubordination or disobedience whether alone or in combination with others, of any lawful and reasonable order of a superior.
2. Indulging in any political activity during the working hours within the college premises.
3. Preaching or inciting violence in relation to any matter in the college.
4. Allowing an unauthorized person to do the work entrusted to him.
5. Interfering with the works or process not connected with the work allocation.
6. Disclosing confidential college information.
7. Damaging college property.
8. Conviction by any court of law for any criminal offence involving moral turpitude.
9. Falsifying or refusing to give testimony when accident or other matters are being investigated.
10. Refusal to receive a memo or any other communication, issued by the authorities.
11. Unauthorized use of college property, equipment or materials.
12. Engaging in trade/ Money lending inside the College premises.
13. Doing a private/personal work within the college during the working hours.
14. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.
15. Obtaining or attempting to obtain leave of absence on false pretenses.



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16. Such other acts and omissions which, in the opinion of the Administration/ Management, Constitute misconduct.

The course of action for disciplining an employee shall be under the following categories.

- a. Memo and Censure.
- b. Warning in writing, with recovery of financial loss that involved in the act.
- c. Constituting an enquiry committee including representatives from administration and management.
- d. Suspension from work.
- e. Dismissal or discharge from service.

The Principal shall report the proceedings of the enquiry committee periodically to the Chairman.

14. Conflict of Interest:

Employees are required to avoid any conflict of interest during their employment in the College. Any involvement that conflicts with employee's duties or responsibilities or affect the staff member's judgment in making a decision affecting the College will be considered a conflict of interest. Employees may engage in or have outside business or personal interests or activities that do not constitute a conflict of interest with their employment by the College. The College requires that these activities or interests do not adversely affect a staff member's capacity to perform his or her functions or result in conflicting loyalties.



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15. Retirement Policy and Retirement Benefits:

Superannuation: All the employees are eligible for superannuation when they reach the age of 60 years.

Voluntary Retirement: An employee can take voluntary retirement after working for a period of not less than 15 years from the date of joining.

Resignation: If an employee wishes to leave the job, a prior notice of 3 months is to be given.

Retirement Benefits:

- PF Accumulation Amount along with interest.
- Group Insurance: Accumulated Deposit Amount with Interest.
- Gratuity (DCRG): Minimum 15 days' pay for the service rendered. Minimum 5 years' service for resigning or retirement, no minimum service for death.
- Leave Salary for Earned Leave in employee's credit.
- Pension as per GoK/ EPF rules.

Death Relief

If an employee dies during service, he/ she is entitled for the following benefits.

- Death Relief Fund from the College
- Funeral Expenses (Those who are drawing Salary upto Rs. 15,000.00) from ESI.
- PF Accumulation Amount
- Group Insurance (Insured Amount)
- Gratuity (DCRG)
- Leave Salary for Earned Leave in employee's credit.
- Pension as per GoK/ EPF rules.



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16. Employee HR Policy Revisions:

It is intended that this document shall reflect an adequate understanding of the employee's work situation. 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. However, no amendment or modification of this HR policy shall be effective unless made in writing by the Principal and signed by the Chairman of the BoG.

17. Employee Provident Fund (EPF): The employees of the Malnad College of Engineering, Hassan are extended with Employee Provident Fund (EPF) benefits as per the EPF act, Govt. of India.

18. Employees' State Insurance (ESI): As per the ESI act, the benefits are extended to all eligible employees of the Malnad College of Engineering, Hassan.

19. DCRG: A per the KCSR, DCRG benefit are extended to all the employees of the Malnad College of Engineering, Hassan.

20. Group Insurance: The employees are covered under group insurance scheme of LIC of India scheme all employees of MCE, Hassan.

21. Fee concession: Fee concession facility will be extended for the employees, who have applied for it. This facility is for employees, whose wards studying in the institutions of Malnad Technical Education Society (MTES), Hassan.