



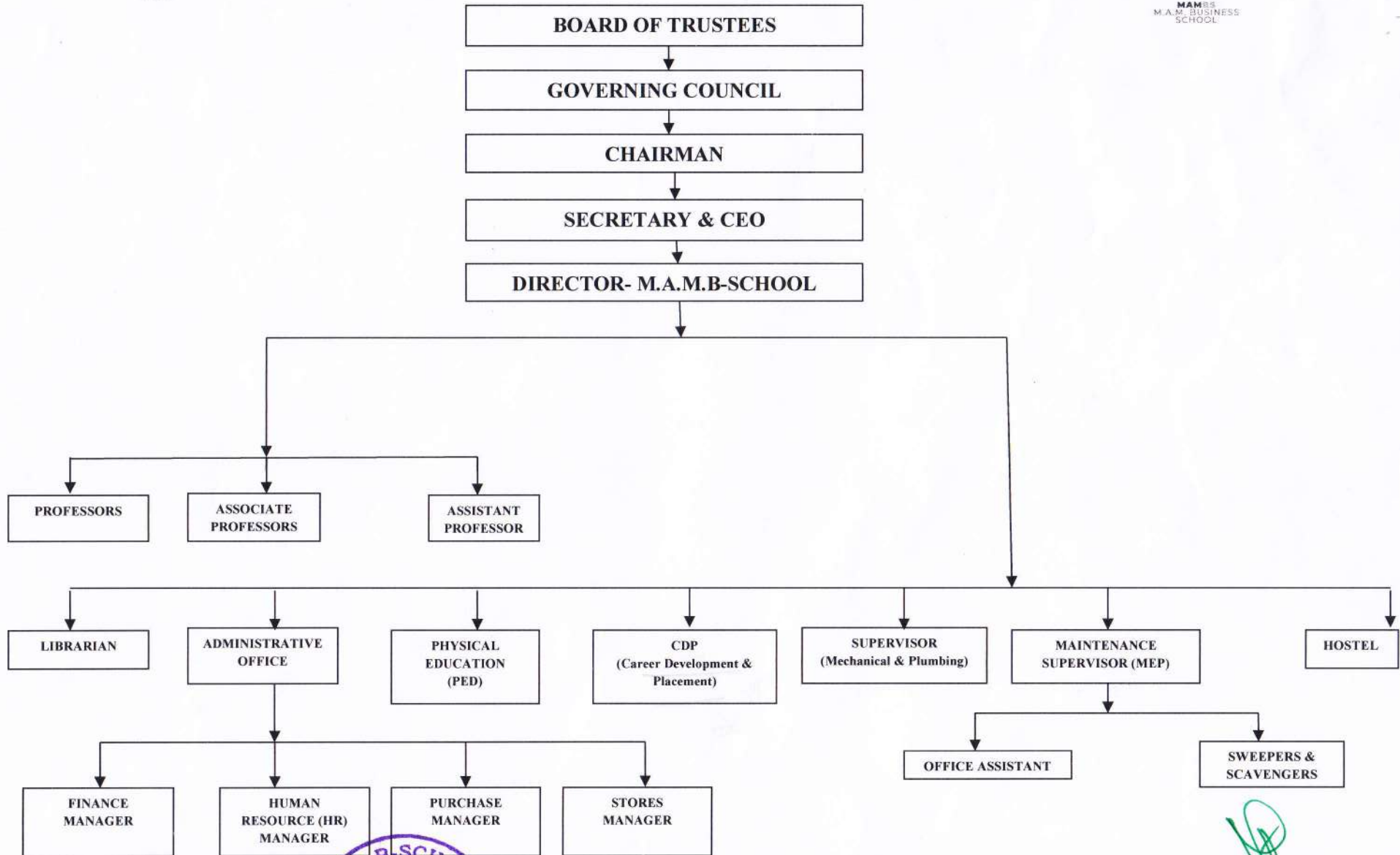
M.A.M B SCHOOL
Siruganur- Trichy-621105
(Approved by AICTE, Affiliated to Anna University, Chennai)



ADMINISTRATIVE SETUP

(ORGANOGRAM)





ORGANOGRAM: M.A.M.B-SCHOOL

DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



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(Approved by AICTE, Affiliated to Anna University, Chennai)



HR KEY POLICIES





MASTeR GI -HR POLICY

MASTeR




MASTeR GROUP OF INSTITUTIONS

HR MANUAL & POLICIES

MASTeR GI/HRM
Edition No. 01




DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



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MASTeR GI -HR POLICY

HUMAN RESOURCE POLICIES

DOCUMENT SUMMARY:

Document Ref. No	MASTeR-GI/HRM/POLICY
AUTHOR	HUMAN RESOURCE MANAGEMENT
REVIEWED BY	REGISTRAR
APPROVED BY	SECRETARY, CORRESPONDENT & SENIOR LEADERSHIP TEAM

MASTeR GI:

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MASTeR/HRM/Intro/2021

SECTION 1

Introduction

1.1 About the Organization

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1.5 Definitions of Terms used in this Policy

1.6 Organogram

1.1 About the Organization

M.A.M. College of Engineering and Technology (MAMCET) was established in the year 2008 and approved by AICTE, New Delhi and affiliated to Anna University, Chennai. It is dedicated for an unparalleled learning experience. This commitment is best reflected in its vision to become a globally recognized Institute of Engineering and Technology by the year 2025. This commitment to 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.

MASTeR GROUP is dedicated to forming students intellectually, morally and spiritually, with rigor and compassion, toward lives of solidarity, service and success. This Human Resource Policies & Administration Manual collects in one place the human resources philosophies, policies and Administration procedures of MASTeR.



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This manual is designed to be a working guide in the day-to-day administration of our human resources in a way that supports a positive work environment at MASTeR. Faculty members, Manager, Office Staff, Support Staff, etc., are expected to become familiar with these philosophies, policies and administration procedures and to apply them consistently so that all employees, regardless of work area, location or any assignment are treated fairly.

About MASTeR Group of Institutions

MASTeR Group of Institutions comprises of,

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

“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 just not the university curriculum and the class room teaching which makes all intellectual citizens. Understanding the need we are committed in making all intellectually adept



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& 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.

Why MASTeR Group?

- Interactive classrooms.
- Highly Qualified and Experienced faculty.
- Well-equipped state-of-art laboratories and resourceful library.
- Well-furnished hostels.
- Sports courts to encourage sportsmanship among the girls.
- Proper medical amenities with two ambulances available all the time.
- An eco-friendly environment with specific types of flora and fauna.

What does MASTeR Group provide?

- A platform for the Men/Women where they transform knowledge to practice and also develop their technical skills and leadership quality.
- A friendly environment where teachers and students work together on different research projects and perform fieldwork to enhance the understanding of their subject.
- An opportunity for the women in the society to study abroad and get exposure at both national and international level.
- Your presence on our campus, we are sure, will add more value to our services both to the students and to the society at large. Our core philosophy is rooted in the belief that education, beyond imparting knowledge must nurture the holistic development of the entire personality. Together we shall strive to fulfill the expectations of the students, parents, our management and society. We wish you a long and fruitful career as part of the MASTeR family.

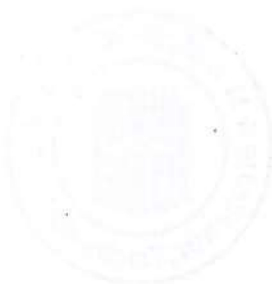
1.2 Vision, Mission and Core Values

1.2.1 Vision Statement

To emerge as an Internationally Reputed technical University with state of art infrastructure providing knowledge based value added education

1.2.2 Mission Statement

- To offer knowledgeable education to enable our students to build their professional career for themselves.



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- To provide state of art laboratories and enhanced infrastructure for conducive learning and research environment.
- To provide input to the faculty and students to involve in projects and innovation and creativity that will enable the institution to connect teaching and research.

1.2.3 Core Values

- Passion
- Knowledge
- Trust

MASTeR Core values are focused on the following United Nation's Sustainable Development Goals:

No poverty, Zero hunger, Good health and well-being for people, Quality education, Gender equality, Clean water and sanitation, Affordable and clean energy, Decent work and economic growth, Industry, Innovation, and Infrastructure, Reducing inequalities, Sustainable cities and communities,

Responsible consumption and production, Climate action, Life below water, Life on land, Peace, justice and strong institutions & Partnerships for the goals.

1.3 Quality Policy

M.A.M. College of Engineering and Technology shall achieve excellence in providing value-based education to the students in the fields of Engineering and Technology 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 MASTeR Group of Institutions, are committed to the society in making our students to live a purpose as responsible citizens with Ethical values through provision of Quality Technical Education and continually improve to become a World class Technological University.

1.4 Human Resources Management Policy

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



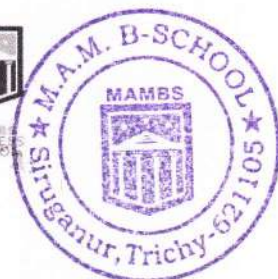
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1.4.1 Objective

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

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

1.4.2 Staff Policy Document

The Staff Policy Document is prepared to make all staff working at **MASTeR GROUP OF INSTITUTIONS** aware of rules and regulations that governs their working in the Institute. The policy is effective from Aug 2021. 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.

1.5 Definitions of Terms used in this Policy

- ✦ In this document, unless there is anything repugnant in the subject or context:
- ✦ “**College**” means the MASTeR GROUP OF INSTITUTIONS., NH44, Trichy – Chennai trunk road, Siruganur, Tiruchirappalli – 621105.
- ✦ “**Employer**” means the Chairman who is in charge of the College/MASTeR Group or any one 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 etc.,



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- ✦ **“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 MASTeR Group.
- ✦ **“Work premises”** includes the premises of the college or works and other places of work where a work man is deputed to work.
- ✦ **Basic Pay:** The component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include
- ✦ **DA:** Dearness Allowance declared by the Management periodically.
- ✦ **AGP:** Academic Grade Pay declared by the management
- ✦ **HRA:** House Rent Allowance declared periodically by the Management of MASTeR GROUP.
- ✦ **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:**
- ✦ **GB:** means the Governing Body of MASTeR GROUP



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- ✦ **OM:** means the duly appointed Office Manager of MASTeR GROUP
- ✦ **HOD:** Head of the Department
- ✦ **Employee:** Any person who is employed for salary in any kind of work including teaching, support service including lab, office or otherwise, or in connection with the work of MASTeR GROUP and who gets his salary directly from MASTeR GROUP
- ✦ **Financial Year:** A period commencing from the 1st day of April of the current year ending with the 31st day of March of the succeeding year.
- ✦ **Rules:** Rules stipulated in the HR Policies and Procedures Manual of MASTeR GROUP and include all schedules and annexure appended to this manual and any amendments made from time to time thereto.
- ✦ **HRIC:** Human Resource In-Charge
- ✦ “Words importing the singular number shall include the plural number and vice versa”
- ✦ Words importing the masculine gender shall include the feminine gender.



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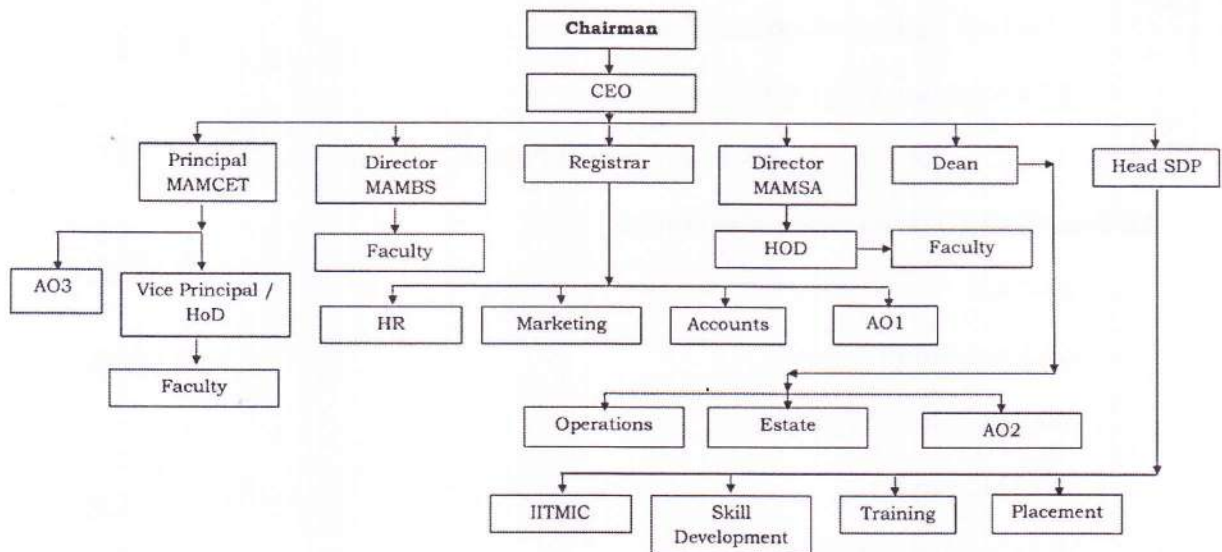
1.6 Organogram

The below chart shows the present Organization Structure of MASTeR . Functions of Statutory Bodies.

1.6 ORGANOGRAM

MASTeR GROUP OF INSTITUTIONS

CHART



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MASTeR/HRM/Recruit/2021

SECTION 2

Recruitment, Appointment, Induction and Transfer

2.1 Planning for Human Resources

2.2 Classification of Human Resource in MASTeR GI

2.3 Appointing Authority

2.4 HR In-Charge (HRIC)

2.5 Human resources philosophy

2.6 Total quality management (TQM)

2.7 Recruitment Policy & Process

2.7.1 Job Analysis, Job description and Terms of Reference

2.8 General Criteria Governing Recruitment

2.8.1 Age

2.8.2 Assessment process

2.8.3 Recruitment Policy

2.8.4 Manpower

2.8.5 Checking of References

2.8.6 The Offer Letter

2.8.7 Appointment Order

2.8.8 Joining Report



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2.9 Probation and Confirmation

2.10 Personal File

2.11 Training and Development of Staff

2.11.1 Induction to Staff

2.12 Identity Card

Recruitment, Appointment, Induction and Transfer

2.1 Planning for Human Resources

MASTeR GROUP believes in professional excellence. To this extent MASTeR GROUP believes in employing competent persons for its programmatic and administrative functions. The organization is to plan the staff requirements sufficiently in advance taking into consideration retirement and new openings to enable the organization to respond to emerging human needs with estimation of resource requirements

2.2 Classification of Human Resource in MASTeR.

Employees are classified into any of the following categories:

(A) Regular

Regular Employee is one who is employed against a regular post for an indefinite period, and includes an employee initially appointed on probation and has satisfactorily completed the period of probation.

(B) Probationer

Probationer is an employee's 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) Fixed Term 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,



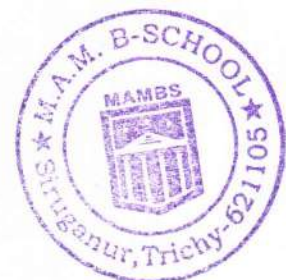
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such appointment will automatically come to an end at the expiry of the specified tenure/period and no notice or compensation will be payable.

Classification of Teaching & Non- Teaching Staff

Employees are further classified into the following categories:

A) Teaching

(1) Core Faculty

The employee appointed by the organization on regular basis for teaching one or more course papers with a teaching work load of minimum 12- 16 hours per week. They are the ones who are also given added responsibilities to ensure the growth of self, 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 organizations.

(2) Visiting Faculty

The employee appointed by the organization on part time basis for teaching maximum 2 course papers applicable as per the semester with a teaching work load of maximum 12 hours per week. He/ she is also responsible of contributing towards the activities related to their subjects and academic administration like, setting up of question papers and answer sheet checked, uploading the attendance, etc. (as and when required by the management). They are appointed for a semester at a fixed pay per hour. The existing Visiting faculties can continue teaching in the fresh semester only if there is any requirement and with the approval of the management for the same. They are not entitled to any benefits of a regular employee in the organizations.

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

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



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time employees. They are allowed such benefits provided as are specifically determined by the management.

2.3 Appointing Authority

a. Appointment of Principal & Director:

The authority as decided by the Chairman / CEO & Registrar

b. Appointment of Faculty / Support Staff / Employees:

All other staff of MASTeR will be appointed by the Principal / Director / Registrar on behalf of the Board of Trustees. The Board of Trustees be briefed of staff requirements, appointments and other details on a routine basis.

2.4 HR In-Charge (HRIC)

- ✦ The Registrar shall be the in-charge of HR Management.
- ✦ Any other person who is expressly appointed / dedicated with powers to manage the HR related responsibilities.

2.5 Human Resources Philosophy

- We recognize the contributions of the employees and treat each individual 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 always encouraged to well-equip themselves for the present job and future development.
 - Reward is based on merit. High performers are given priority to take up more responsible positions.
- Two-way communications between employees and the management are promoted as a means of building mutual understanding and trust.
- Workplace safety is given top priority to protect human health and enable employees to deliver their best performance.

2.6 Total Quality Management (TQM)

The organization follows TQM principles and practices. TQM as both philosophy and set of guiding principles represents the foundation for a continuous improvement of the organization. It is the application of quantitative methods and human resources to improve all the



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processes within an organization and exceed customer needs now and in the future. TQM integrates fundamental management techniques, existing improvement efforts, and technical tools under a disciplined approach.

All employees shall be given continuous training and education on the principles of TQM. Employees empowerment and team work shall be encouraged in the organization. As part of TQM tools and techniques our organization is implementing the following.

- ✦ Objectives (Bench marking)
- ✦ Implementing information technology
- ✦ 5S Housekeeping
- ✦ KAIZEN Management
- ✦ Quality Circles

Improvement, Innovation & Learning

Improvement, innovation and learning are applied in all functions of the organization. Fundamental to be effective and efficient.

Improvement

The organization employees are provided with opportunities and necessary resources to participate in improvement activities like Suggestion Box, Employee Feedback, Grievance cell, KAIZEN management system and 5S are implemented. Recognition and rewarding the improvements are done to the employees by the Top Management.

Innovation

Innovation to be applied to issues at all levels through changes in the technology, process and organization system to meet the changing needs of customers or interested parties to ensure that competitive advantage is maintained and to utilize the new opportunities. Employees of the organization shall always show their willingness to challenge and change the status quo.

Learning

Improvements and innovations are encouraged through learning. "Learning integrates the capabilities of individuals with those of the organization". 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.



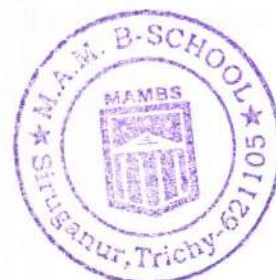
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2.7 Recruitment Policy & Process

2.7.1 Job Analysis, Job Description and Terms of Reference

All positions in the organization shall be based on a need assessment and work analysis. The Principal, Director, Dean & HOD together with the Registrar concerned will determine the need to open a new position or to close an existing position.

Each job and position needs to be analyzed in terms of job content and broken down to knowledge and skill requirements. However, this analysis will be done by the Leadership Team as per the laid down procedures from time to time. Recruitment is done as per the recruitment process format-HR Format

The Job description and Terms of References are as per the regulations in force from time to time and intimated to the appointees at the time of offer of appointment.

2.8 General Criteria Governing Recruitment

2.8.1 Age

- For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 58 (Fifty Eight) years.
- The minimum age for recruitment is 18 years.
- MASTeR does not permit child labor in any
- Maximum Age limit for teaching staff engaged on contract shall be up to 70 years and for non-teaching shall be 65.
- MASTeR GI reserves the right to do a background check on any person selected foremployment.

2.8.2 Assessment process

The assessment process consists of either or both Skill Test and Interview, based on need. Teaching staff shall be recruited based on the assessment of their skills and references, non teaching staff recruited based on their experience and skills.

2.8.3 Recruitment Policy

People are a significant resource of an organization and their full involvement enhances their ability to create value for interested parties. In order to meet the needs of interested parties the college has identified and defined the necessary competences of people in term of their qualification, experience, skills and training requirement. The required competences shall be matched with the existing employee competency and the necessary actions (Trainings) shall be taken (given) regularly to close the gap and concern department heads shall regularly review and



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evaluate the actions taken to improve the competence of people to ensure that the necessary competences have been acquired and report to the Top Management.

2.8.4 Manpower

Head of the Department shall calculate the Human resource requirement in the beginning of the academic year. Consolidation of subject wise teaching load Calculation. Student – Teacher Ratio (as per AICTE guideline) .The Academic Council will finalize if the vacancy is to be filled through in-house staff or a new employee has to be selected. The final consolidated manpower requirement is then forwarded to Management for approval. Vacancy positions will be advertised widely and upon the receipt of the application screening of the candidates will be done by the head of the department based on the qualification, experience and specialization. Staff employment during the semester will be avoided as far as possible.

2.8.5 Checking of reference

a) Qualification :

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

b) Call for candidates :

The required positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Top Management. List of new openings will be available on the College's website from time to time. The committee may also conduct Walk in Interviews for augmenting the required candidate

c) Background checks and relieving reports :

A relieving report of the newly recruited employee may contain information regarding candidate's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The college will use this information for employment purposes which is to be submitted by the selected candidate before joining in the college. Refusal to authorize the obtaining of a relieving report by the College may be a basis for denial of employment or other adverse employment action. The content of the relieving report may also



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be the basis for denial of employment, denial of a particular job position, or other adverse employment action.

Unless candidates are suspected of wrongdoing, before requesting the relieving report, the College will notify its intent to make the request.

d) Evidence of age :

The age recorded with the College shall be evidenced of age for all purposes of determining the age of Employees. In the absence of any such record, the age recorded in the Secondary School Leaving Certificate shall be regarded as evidence of age. If an employee has not passed any such examination, we can also collect the Aadhar card

e) Interview & Reporting order :

- Shortlisted Candidates will be called for interview based on the vacancies.
- An Interview committee will comprise of the academic council members, head of the departments, subject expert and Principal as the Chairman.
- The interview process consists of a written test, classroom presentation and HR round.
- The respective head of the department will verify the documents pertaining to the qualification and experience of the candidate before interview.

- The interview committee will select the candidates in the ratio of 1:2 and submit the interview reports with recommendations to the Chairman / Secretary and Correspondent for the conduct of the final HR round.
- The Chairman / Secretary & Correspondent will finalize the selection and approve the appointment.
- Appointment Orders will be issued by the Secretary and Correspondent.
- Joining Report: At the time of joining, faculty should submit joining report to the office, through the Respective Head of the Department and Principal.
- The HR department will create a new personal file for the faculty and start the service record from the date of joining.
- The service record will contain appointment order copy, joining report, increment orders, training attended, incentives, long leave availed, memos issued duly attested by the Principal.

f) Interview Process:

- Screening of applications is done by the respective Interview committee.
- Short listed candidates are informed through call letters, E-mails and over telephones by the HR Team.





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- Interview Committee consists of Principal/Designated Authority, Registrar, respective Heads of the department and subject experts and one external subject expert. Selection is based upon the technical skill and depth in knowledge
- Direct interview is conducted for senior posts. Interview committee shall be constituted by the Chairman as per the guidelines approved by the designated authority/Registrar.
- Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the CHAIRMAN/CEO for the respective post based upon the qualification and experience of the candidate.
- Assistant Professors/ Associate professor/ Professor are appointed as per AICTE norms and other designated post as per the requirement of the Top Management.

2.8.6 Offer Letter:

An offer letter is a letter given by the Registrar to a potential employee that provides key terms of the prospective employee's employment.

Key terms should include the position/title, name/position of supervisor, full-time or part-time work schedule, exempt/non-exempt classifications, duties, equity, bonus/commissions, base salary, benefits, policies, at-will employment status, confidentiality/invention assignment agreements, prior employer confidential information/restrictions, and any contingencies.

2.8.7 Appointment order

- The selected candidate must bring the relieving order from the previous organization before joining duty, if previously appointed.
- An appointment letter duly signed by the Appointing Authority (Chairman/CEO/Registrar) is issued to the candidate subject to the reference checks and pre-employment medical examination.
- Selected candidates are finalized and appointments orders ought to prepare by the Selection committee

The Appointment letter should contain:

- The Designation/ Title of the Job and responsibilities specific to the job.
- The level of commands / reporting to and taking responsibilities in the absence of supervisors.



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- The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance

2.8.8 Joining Report

On the day of joining, the employee is requested to fill the requisite forms as the part of the joining formalities. The check list as to what all documents are to be submitted while joining the organization will be provided to the employee at the respective campuses. The hardcopy of the same has to be handover the very same day for official documentation purposes to the HR Department. Once the details are sent to the HO, the other formalities including the Appointment Letter, ID card, emailid and other logins (wherever applicable) will be generated and sent to the newly joined employee within 5 working days of their joining.

Employee Record and Information

The Department of Human Resources maintains a record of each MASTeR Group employee at Head office. It includes information such as education, experience, work performance; and progress. These records are carefully reviewed when an employee is being considered for promotion, salary increase, or transfer. In accordance with policy and applicable law, all employee records (including but not necessarily limited to application forms and other records pertaining to hire, promotion, demotion, transfer, work schedule, layoff, termination, rates of pay or other terms of compensation, performance appraisal, and selection for training) kept by the organization will be preserved for at least three years from the date of the personnel action. This does not apply to records for positions known to be of a temporary or seasonal nature.

A personnel file may contain personal data as well as employment information. The Department of Human Resources regards this information as confidential and will release it only with the written permission of the employee. When the Department of Human Resources receives a request for information from agencies, stores, banks, or other institutions, only non-confidential information such as date of employment and name of department will be released. Confidential information such as pay rate, past earnings, home address or phone number will not be released unless authorized in writing by the employee. The employee can also make changes in personal data by informing and submitting the proof for the same to Human Resources Department, with the approval of management.



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Medical Fitness for Efficient Discharge of Duties

The continuance of appointment is subject to the employee being found and remaining medically (physically and mentally) fit. The management reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by it to test the employee's physical or mental fitness necessary for the efficient discharge of the duties of his post; and a report of medical examination will be submitted to the management, whose decision in this regard will be final and binding. In case the employee is found medically unfit to perform the assigned job satisfactorily. He/she will lose lien on the job.

In case an employee is found suffering from an infectious disease or protracted illness and/or remains habitually irregular in attendance, the management shall have the right to terminate his/her services without notice.

Incapacitation

In Case an employee is incapacitated by reason of illness, accident or any other cause and cannot perform his/her duties, the management may, at its sole discretion, grant leave for a reasonable period on full pay, or half pay or without pay, or terminate his/her services. It depends on the management.

Date of Birth

Every employee will indicate his/her exact date of birth at the time of entering service of the organization. The age mentioned in the Matriculation/Higher secondary Certificate/School Leaving Certificate will be the conclusive proof of the date of birth.

Residential Address

Every employee is required to indicate his/her residential address at the time of entry and thereafter promptly communicate any change in the said residential address. Accordingly, for service of any notice or communication, he/she will be informed by ordinary post or through Courier at the latest residential address available in the service record. A copy of the letter may also be posted on the Notice Board which shall be considered to be sufficient service on the employee. No employee will refuse to accept personal delivery of any communication addressed to him/her by the Organization.

Verification of Employee Particulars



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An employee is offered appointment on the belief that the particulars furnished in his/her application/personal data form and otherwise are factually correct and nothing material has been concealed. In case it is subsequently found that material information furnished therein is false, or that some relevant facts have been concealed, suppressed or withheld, the appointment may be considered null and void abolition. In that eventuality, the management may terminate the employee's service, forth without any notice and may recover the payment made towards his/her remuneration during employment.

Terms and Conditions of Service

Every employee of the organization shall be bound by the Statutes, Ordinances and service regulations for the time being in force in the organization.

2.9 Probation and Confirmation

a) Probation:

All appointment to the posts shall ordinarily be made on probation for a period of **six months** for determining one's fitness for the job.

b) Evaluation in Probation Period:

On successful completion of the probation period, the employee's department head will evaluate the overall performance of the employee and submit the report to the Principal/Director/Dean/Registrar. Based on the report, the employee shall be continued in-service else, he / she may be terminated from the service. In case of termination of services, the employee loses the right to appeal. Also, during the probationary period if the employee is not found suitable to the job, the management has the liberty to terminate the employee from the services.

c) Continuance of Probation:

If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in probationary status should be forwarded by the Head of the Department to the Principal. Upon consultation with the Management the probation period may be extended. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.



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Adherence to Management's Philosophy:

The management expects employees at all levels to maintain absolute integrity and devotion of duties, and to work with a high standard of imitative, efficiency and economy; and conduct themselves in an exemplary manner so as to enhance the image of the organization for its Growth into the most sought after organization to work for. An employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control/authority.

All employees are expected to ensure that they comply with tax, exchange control and other legal requirements as applicable to them at all times. As employees of the organization of outstanding integrity, they should take care that their actions do not reflect adversely on the reputation of the organization and the highest ethical standards are followed always. They are also expected to comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and efficient use of resources and energy.

All employees are reminded of certain sensible measures which they should take to ensure that they never breach the confidence places in them by the management and upon which are entitled to rely. The nature of work of the organization is not a matter to be discussed generally.

They should re employee that they have access to certain information because the management trusts their discretion. They should do nothing to injure their trust.

It is also important to communicate ideas, suggestions, personal goals or problems, as they affect the employee's and the organization's performance. The organization encourages all employees to bring forward their suggestions and good ideas about making it a better place to work and enhancing service to the community. An employee who sees an opportunity for improvement is encouraged to talk it over with management. All suggestions are valued.

2.10 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 letter / Contract letter
6. Joining Report



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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 / termination on disciplinary grounds etc
13. Resignation / Contract termination letter
14. Exit interview format

2.11 Training and Development & Induction of Staff

All newly joined employees shall upon completion of the formalities undergo appropriate training and induction programmes, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

2.12 Identity Card

All MASTeR Group employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. Admin (or) HRM Department will issue these cards to new staff within 3 days of their joining the organization. At the time of cessation of service, employees are required to return their Identity Card to the organization which should be destroyed by Admin (or) HRM immediately. HRIC keeps a register for issuing ID Card.

In college premises each and every staff teaching & non teaching staff need to wear the ID card compulsory. Otherwise AO/HRM can question you at anywhere in the college.



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SECTION 3

Salary / Welfare Measures / Allowances Recognition / Terminal Benefits

3.1 Salary

3.1.1 Basic Pay and allowances

3.1.2 Wage Fixation

3.2 Increment Policy

3.3 Provident Fund

3.4 Welfare Measures

3.1 Salary

3.1.1 Basic Pay and allowances

- a) MASTeR GROUP shall pay wages including allowances to its employees as per the agreement / appointment order.
- b) Total Monthly salary shall be directly deposited into employee's bank account or by cheque payment on the 7th or 10th working day of the following month.
- c) Payments of Monthly Salary shall be made after deductions under statutory provisions.

The various heads on which the Gross Salary of each employee is based is:

- Basic
- HRA
- Conveyance
- Medical
- PF
- ESI
- Special allowances
- Gratuity
- Income tax (wherever applicable)



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- PF, ESI & Gratuity deductions are done as per the law

d) Attendance and Salary Cycle

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

e) Full Time Employees/ Contractual Employees-

The attendance taken into consideration for preparation of Salary for a month is from 1st of present month to 30th or 31st of present month. The salary is also released on the basis of attendance cycle.

f) Part Time

a) **Visiting Faculty:** The remuneration which is fixed on per session is released on the basis of the number of sessions from 1st to last day of the month.

Confidentiality of Salary Information

Salary information is strictly confidential. Only the individual employee, his Head of the Institution or his/her immediate reporting Head and employees who process salary and benefit administration will have access to the employee's salary information. Employees should not disclose their salaries to persons other than their Head of the Institution or his/ her immediate reporting Head. Employees who have access to salary information in the course of their duties handles the information with extreme care to ensure confidentiality.

3.1.2 Wage fixation of Initial salary:

In general, the type and fixation of initial salary is subjected to the statutory requirements like those of the government pay scales as per the latest norms of the Anna University and All India Council of Technical Education (AICTE). Salary is fixed at the discretion of the Management.

- a) **Consolidated salary:** The non-teaching staff is paid consolidated salary at the time of joining till regularization; on teaching faculty is also eligible for getting pay scale as per eligibility. Salary fixation is dependent upon post, qualifications and experience. It is fixed as per Management decision.



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- b) Pay Scale cadre wise: Teaching Faculty is eligible for getting pay scale as per eligibility, experience and Anna University approval & Management's discretion. Salary fixation is dependent upon post, qualifications and experience. It is fixed as per Management decision.

3.2 Increment Policy

- a) Annual Increment:

Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, Anna University etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal /Registrar and Management. Annual increments, in general, will be paid in the month of July of every calendar year.

As per the direct supervisor review the annual appraisal will be increases in the basic pay of the staff both teaching & non teaching.

Annual increment will be paid every year from their date of joining excluding LLP period. Leave on Loss of Pay (LLP) will not count towards sanction of annual increment. However, it will not have cumulative effect.

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.
- Dearness Allowance (DA) will be revised as per the guidelines of the AICTE and the discretion of 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.

- b) Retention policy:

- Fixation of higher start in salary based on the profile.
- Grant of additional DA based on length of service (MASTeR DA).
- Sponsorship for Higher Studies.
- Providing conducive work environment.
- Conducting Developmental training programmes for self and organizational development.
- Providing additional challenging task.
- Ensure there is good communication within the team to help staff feel valued and respected.



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- Better employee engagement by providing room for career advancement, leadership and succession. Providing ample promotional opportunities.
- Redressal of grievances in time through proper channel.

c) Payroll Schedules:

Employees are paid for all the days of the month. Salary is credited to the employee's bank account. 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: It is mandatory that 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 in order to finalize tax deducted at source for the year.

d) Allowance granted in lieu of salary:

Allowances are fixed at the discretion of Management based on the employee's contribution in addition to their regular duties to the Institute. It requires approval of Management and is considered to be a part of salary.

Annexure:

- Deputy Warden – Rs.1000/-
- Admin coordinator – Rs.1000/-
- Class Coordinator – Rs.1000/-

3.3 Provident Fund – Coverage Policy

The staff members who are covered under Employment Provident Fund scheme as per the acts, drawing salary up to Rs. 15000/- per month have been covered.

Below or above 15,000/- the employee need to contribute both 12% of the pay.

Group insurance scheme for employees:

All teaching, non-teaching staff and students are provided with a group insurance scheme with life cover and accident cover up to 1 Lakh.

3.4 Welfare Measures

All the staff members in MASTeR, irrespective of their cadre enjoy the following welfare measures:

1. ESI / PF / Group Gratuity



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2. Medical claim (Accidents) - for staff and students
3. Reward for employees on completion of 5years service in MASTeR.



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SECTION 4

Leave Policy

- 4.1 Casual Leave
- 4.2 Study Leave / Leave to attend QIPs
- 4.3 On-Duty (OD)
- 4.4 Maternity Leave
- 4.5 Compensatory Leave
- 4.6 Leave on Loss of Pay (LLP)
- 4.7 Vacation
- 4.8 Absence from Duty due to Bandh, etc.
- 4.9 Furnishing address on leave
- 4.10 Declared Holidays
- 4.11 ROD
- 4.12 Covid 19
- 4.13 Medical Leave
- 4.14 Marriage Leave
- 4.15 Restricted Holidays

Leave Rules

MASTeR provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization 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 minimum on the normal functioning of the college. The following types of leaves are available for staff.

Working Hours:

No	College	Time	Office	Time	Holidays
1	Monday to Saturday	8.45am to 4.45pm	Monday to Saturday	8.45am to 4.45pm	Two Saturdays and all Sundays in a month



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@ During vacation period all Saturdays and Sundays are holidays.

- Biometric: A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.
- The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday with 1st & 3rd Saturdays as Holiday.
- Due to some admission reason we need to work on Saturdays, depends upon management.

Overtime: No overtime charges are provided to any employee.

4.1 Casual Leave /MASTeR/HRM/CL/2021

- Casual leave of 12 days is granted per annum. However for temporary and probationary staff of each category the eligible casual leave is only 1 day for every completed month of service.
- Casual leave is granted on the basis of calendar year that is from 1st January to 31st December of every year.
- Only with due permission of Principal/Registrar/Dean/Director casual leave can be availed prefixing or suffixing Sundays and other sanctioned / declared holidays. However Duty Leave & Compensatory off can be combined with the Casual Leave.
- Casual leave is granted for the new joiner from the day one of his/her work started.
- Department wise support document given MASTeR/HRM/FORM-1A,1B,1C

4.2 Study Leave / Leave to attend QIPs /MASTeR/HRM/SL/2021

The faculty members, on discretion of the Principal & Secretary, shall be allowed to avail study leave for higher education, and / or attending Quality Improvement Programmes (QIPs) / Internships. However, the decision will be taken in the best interest of the institution and the decision of the CEO & Registrar will be final. **Annexure XXIII**

4.3 On-Duty (OD) / MASTeR/HRM/OD/2021





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The faculty members can avail up to 10 days per annum (calendar year) as on-duty (OD) for academic purposes with prior intimation and approval from the CEO & Registrar on recommendation of the Head of the Department. **Annexure XXIII**

All staff members should fill up the printed ON-DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form duly approved and signed by the Principal/Dean/Registrar/Director should be submitted to the college office for records. The On-Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case Department wise support document given **MASTeR/HRM/FORM-3A**

Teaching Faculty:

- On duty for Exams – Special Casual Leave 10 days per semester.
- Attendance sheet should be produced after the duty.
- On duty for Research – 6 days per academic year.
- Attendance Card should be produced before availing it.
- On duty for FDP, Workshops, Conference – 7 Days per semester.
- Attendance Card should be produced before availing it.

Teaching / Non - Teaching & Admin Staffs:

On duties for Admin staff will be provided for official work only. Every admin staff availing On Duty must submit the OD form to the HR Department before availing the on duty or must get proper approval from the HR department.

Annexure XXIII report is to be submitted for organized or participated **Conference / Seminar / Workshop / FDP / Refresher Course / Training / Industry Visit / Academic Visit / Guest Lecture.**

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 CEO & Registrar.

4.4 Maternity Leave /MASTeR/HRM/CL/2021

- All women employees are entitled to maternity leave up to six (6) months in which three (3) months with salary & three (3) months without salary.



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- Who are working in the institution for more than three years?
- Three month's salary will be provided only if the faculty rejoins during the seventh month.
- Who are working in the institution for less than one year maternity leave up to two (2) months in which One (1) month with salary & one (1) month without salary.
- Who are working in the institution for 1 to 3 years maternity leave up to four (4) months in which two (2) months with salary & two (2) months without salary.

Sl No.	No. of years of Service in MASTeR Group	No. of ML with pay
1.	Less than one year	1 month
2.	1 to 3 years	2 months
3.	3 and more	3 months

4.5 Compensatory Leave /MASTeR/HRM/CPL/2021

- All employees are eligible to Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work within the time frame.
- If teaching non teaching and supporting staffs are asked to work on holidays with the permission of Chairman/Chief Executive Officer/Principal/Director/Dean/Registrar they can credit 'Compensation Leave' for those days & can avail these days within one year from the date of credit. However it is not applicable if they have received remuneration for the work.
- Half day leave is allowed for CPL
- Application for credit of compensation leave (CPL) should be submitted within next working days on holidays.
- Leave application for CPL should be submitted before availing CPL.
- If faculty is staying in the hostel for coaching the students throughout the night one day CPL will be credited. If the faculty is staying in the evening for coaching half a day CPL will be credited. If non-teaching staff have been assigned any special work in the evening after college hours half a day the compensation will be reimbursed as monetary benefits.
- Department wise support document given **MASTeR/HRM/FORM-4A**

4.6 Leave on Loss of Pay (LLP)/MASTeR/HRM/LLP/2021

If an employee has no leave available to his / her credit, he/ she may request for leave on Loss of pay under exceptional circumstances.

- Department wise support document given **MASTeR/HRM/FORM-1A,1B,1C**



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4.7. Vacation

In addition to the above, the teaching staff and the technical support staff are eligible for vacation as follows:

Faculty members who have put in one year of service are eligible for four week vacation per year. Three weeks of vacation shall ordinarily be given during the month of May / June. However, the period of vacation may be reduced as per needs. The faculty whose service is less than one year cannot avail vacation. Technical and support staff are eligible for vacation 2 weeks. The College has the right to prevent any staff member from availing a portion or whole of the vacation if his / her services are

considered essential during that period. However Vacation Leave will be subject to the Management Decision for both Teaching & Non Teaching.

Vacation for Teaching Faculty:

- Two Weeks (14 days) – Winter Vacation.
- Three Weeks (21 days) – Summer Vacation.

Vacation for Non-Teaching & Admin Staffs:

- Two Weeks per academic year

4.8 Absence from Duty due to Bandh etc

As such MASTeR does not subscribe to bandh / hartal as legitimate means of protest and therefore no special leave will be sanctioned to the staff on days of bandh or hartal. However it will be subject to the Management Decision for both Teaching & Non Teaching.

4.9 Furnishing address on leave

A staff member, who has been sanctioned leave and leaves his place of duty, should furnish to office of MASTeR the address at which he can normally be contacted while out of station. Need to get the approval from the management.

4.10 Declared Holidays

The Registrar will declare the holiday's calendar in consultation with the Leadership Team

4.11 Remunerative on duty (ROD)/MASTeR/HRM/ROD/2021

- No ROD during vacation period.
- Staff who have not completed 6 months of continuous service in this Institution but having outside experience are eligible for ROD (for examination purpose only)
- But such ROD days will be deducted from the number of days of their vacation leave.



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- If ROD days will be granted as leave on Loss of Pay (LOP), for a maximum period of six months at a stretch.

4.12 Covid-19/MASTeR/HRM/C-19/2021

- 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.,)

4.13 Medical Leave/MASTeR/HRM/MEL/2021

- 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.

4.14 Marriage Leave / MASTeR/HRM/MGL/2021

All staff teaching/Non teaching member are eligible for marriage leave.

Eligible Criteria

Sl No.	No. of years of Service in MASTeR Group	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



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4.15 Restricted Holidays /MASTeR/HRM/RH/2021

All teaching/non teaching staff members are eligible to take 2 days per annum for RH which is mentioned below.

SI No.	Restricted Holiday
1	Thai poosam
2	MasiMagam
3	MahaSivarathri
4	Great Thursday
5	First Day of Ramadan
6	27 th Day of Ramadan fasting
7	Moharam
8	Varalakshmi viratham
9	Onam
10	All souls day
11	VaikuntaEkadasi
12	AvaniAvittam
13	Aadi Perukku
14	Deepavali eve
15	Karthikai
16	Miladinabi
17	Christmas eve
18	Newyear eve



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Eligible Criteria for SVL& WVL

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			

Criteria's

- Vacation leave should not be prefixed or suffixed with CL, CPL, LLP & ODs
- If any one does not rejoin after the expiry of the vacation period, the salary for the vacation period shall be deducted.
- For availing vacation leave: The staff should not have any pending work. HOD's recommendation is necessary

Residential Staff and Security:

- Special Leave week off 2 Days per month which cannot be accumulated.

Norms for Availing Leave:

- Casual leave can be accumulated and availed at a stretch within the calendar year. Odd semester CL can be accumulated and utilized during the Even semester.
- If Holidays come in between 'at a stretch CL/LOP' these holidays will also be included in the calculation of CL/LOP.
- At a stretch CL should not exceed 03 days including the holidays in between.
- CL at credit can be utilized / exhausted only in that calendar year.



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- Unutilized casual leave in one calendar year cannot be carried over to the next calendar year.
- Supporting staff(Estate officer, Civil Engineer/Supervisor, Attender, Scavenger, Electrician, Carpenter, Welder, Plumber, Driver and etc.,) are not eligible for VL
- Securities are not eligible for any kind of leave but entitled for 2 days off per month
- All the above leave will be informed via official mail to the meticulous person, otherwise it will consider as LOP.
- LI /other form-leave form will be given next day before noon, otherwise it will consider LOP
- Without proper intimation of absence will consider as LOP.
- Henceforth no oral communication for Leave and permission.
- All the leave forms (LI, CL, CPL, Permission, OD, RH, Other leaves, etc) will be drop in box next day before 3pm, otherwise consider us LOP.
- The Management reserves the right to sanction or reject the leave's (LI, CL, CPL, Permission, OD, RH, Other leaves, etc) and it depends upon the reason under which the leave was taken or applied.

Special Note:

- Leadership team will not come under any leave policy
- (Registrar/Dean/Principal/Head - SDP/Directors/GM)



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SECTION 5

Performance Appraisal System (PAS) and Promotions

5.1 General

5.2 Principles of Performance Management System

5.3 The System Basis

5.4 Performance Planning

5.5 Assessment, Recognition, Reward & Penalty

5.6 Consequences of Performance Assessment

5.7 Promotions

5.1 General

MASTeR considers it very important to assess the performance of each employee against planned results so that it can recognize / appreciate / reward deserving employees, make efforts to bring under-performers to satisfactory levels of result achievements and replace non-performers.

The MASTeR Performance Management System (PMS) comprises of performance planning, feedback & counseling system, assessment, recognition and capacity enhancement mechanisms.

Performance assessment shall be against set performance objectives and value based behavior in job management. Corrective Action & Preventive Action

Reports are considered for Performance Assessment. It is the policy of MASTeR to encourage its staff to develop their skills and potential.

Supported documents in Annexure XX, Annexure XXI, & Annexure XXII

5.2 Principles of Performance Management System

a. Link plans to the Short- term goals which is in line with the overall vision and Mission of the Organization as well as its immediate strategic objectives.

b. Focus on priority results (not routine activities) related to strategic objectives.



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- c. Ensure regular feedback from colleagues and students.
- d. Link Annual Incentive and/or Increment to performance appraisals / results.

5.3 The System Basis

The basis of the system is the Job description.

5.4 Performance Planning

- This involves selection of achievable and results based objectives from the short term organizational plan.
- Performance plan for the year for each employee will be prepared in April-June timeframe each year specifying realistic objectives and respective results to be achieved.
- These can be stated as Key Result Areas (KRA) for the Staff. Against these Key Result Areas, indicators should be specified.
- This plan is to be worked out in consultation with the immediate supervisor/HOD and approved by the Principal.
- It should then be signed by the employee and a copy given to him/her and another filed in respective personal file. A digital file equivalent is also equally acceptable
- The employees should revisit their approved performance plans at least once in a quarter along with the supervisor to ensure that result achievements are progressing satisfactory.
- Faculty who have completed 12 months of continuous service in this Institution are eligible for pay revision.

Performance of each faculty will be measured through Faculty Performance Measurement System (FPMS).

The faculty members should submit their FPMS report two times in an academic year.

Slot 1: Jan to June

Slot 2: July to December

The faculty performance value will be calculated by taking average of slot 1 and slot 2 and the observations and remarks are submitted by the head of the department to the Academic Council. The Academic Council will review the faculty performance report and give the recommendations to the management for pay revision.



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- The minimum faculty performance value required for each pay revision will be fixed by the Management, depending on the current scenario.
- The faculty members who have failed to obtain the minimum faculty performance value are not eligible for the pay revision.
- The faculty who have not obtained the minimum performance value are called for counseling and the gap is identified and appropriate training is given for improvement in the performance for the next academic year. If the faculty has not achieved the performance for the three consecutive years will be recommended for termination of service.

5.5 Assessment, Recognition, Reward & Penalty

Annual performance appraisal will be conducted at a time fixed by the organization. This is very important as it is during this exercise that the employee's achievements / shortfalls of their performance objectives and results for the year will be critically measured based on the set objectives and the findings of the quarterly / half yearly reviews. Each employee will be rated for their performance on pre-determined common scale. The Principal/ Secretary/Registrar and Rewards Committee will decide the kind of award to be given each year.

5.6 Consequences of Performance Assessment

- If an employee fails to perform as per his/her performance plan, the HOD shall draw up a Performance Improvement Plan for the concerned employee for a period of three months. During this period the employee is required to improve his/her performance to the expected levels.
- Failing to meet these expectations within the stipulated/ extended time frame, the employee may be terminated from MASTeR GI service. However, the ultimate decision may rest with the Principal /Secretary/Registrar.

5.7 Promotion & Transfer

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change. The organization will always consider the UGC rules and regulations in this matter.

For Non-Teaching staff, time-bound Grade Promotions as stipulated in the Pay Revision will be granted along with performance criterions.

In filling positions at MASTeR Group, preference is given whenever possible to qualified persons currently employed at the MASTeR GROUP, with factors such as ability, experience, potential for growth, and the affirmative action goals taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified.



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A promotion is a change from one position to another (either in the same office or in another office). A promotion normally, but not necessarily, is accompanied by an increase in salary.

A transfer is defined as a change from one position to another within the same classification level and salary range and normally does not include an increase in salary. To be eligible for a promotion, a person must have completed 1 or 2 years in the same position.

Promotions - The chance to progress is important to each of us. By promoting from within our organization, when present Employees are qualified and as justified by our College needs and growth, the College offers as many opportunities for advancement as possible.

All promotions shall be considered on the basis of merit- cum – seniority basis.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.

Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications are promoted.

Those who are promoted shall be fitted in the Scale of Pay applicable to that corresponding category



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SECTION 6

Benefits and Incentives policy

Higher Studies

Full – Time mode:

- Study leave for acquiring Ph.D. from a University will be admissible only to a faculty who has put in not less than 3 (three) years of service in MASTeR Group of Institutions. However under special situations, the service period can be waived at the discretion of the Management.
- Requisition for issue of Bonafide certificate / No Objection Certificate for pursuing Ph.D. shall be submitted to the Management for approval.
- The employee, before proceeding on Study Leave, shall be required to execute a bond,
- If the faculty avail leave for three years without pay, he/she has to serve the institution for a period of 2 years from the date of completion of Ph.D. programme.
- If the faculty avail leave for three years with pay, he/she has to serve the institution for a period of 5 years from the date of completion of Ph.D. programme
- During the study leave period of 2 years, last drawn pay at the time of leaving will be paid .
- In case of discontinuation, staff concerned will be required to pay back to the college an amount as mentioned in the bond.
- For Full – Time Ph.D., number of sponsorships is one per department per year. This Number should not exceed a total of 6(six) for the entire college.

Part – Time mode:

- For acquiring Ph.D. from a University will be admissible only to a faculty who has put in not less than 1 (one) years of service in MASTeR Group of Institutions, will eligible of part time Ph.D
- Requisition for issue of Bonafide Certificate / No Objection Certificate for pursuing Ph.D. (Part – time) shall be submitted to the Management for approval.
- Bond to be executed to servethe institution for a period of 3 years from the date of Completion of Ph.D. programmes under Part – time mode (6 months course work with pay at NITs, IITs).
- Bond to be executed to serve the institution for a period of 2 years from the date of Completion of Ph.D. programmes under Part – time mode without course work leave.
- No ON – Duty (OD) will be given till all formalities for registration of Ph.D. is over.



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- ON – Duty (OD) for 1 (one) day in a week (preferably Fridays or Saturdays or any other day depending upon the availability of the Research Guide) will be sanctioned during the course work and monthly one day after course work for a maximum period of 2 years on execution of bond. ON-Duty (OD) will also be granted for attending Doctoral Committee (DC) meetings.
- OD for 3 days will be sanctioned for attending Viva-Voce examination.
- For other activities like attending Workshop, Seminars, conference etc., OD will be granted as per existing norms.
- Maximum of one month leave with salary will be sanctioned for submission of Thesis.
- There is no limit on the total number of persons sponsored under Part-Time mode.
- Candidates pursuing Ph.D at the time of joining should execute a Bond and follow other formalities though the candidate was initially sponsored by his / her previous employer for Ph.D programme.
- Promotion and other benefits after Ph.D. completion will be given as per norms

Benefits through Higher Studies

- Sanctioning of Annual Increment
- For such of those faculty members who are doing Ph.D. in Full-time mode, sanctioning of annual increment will be frozen as they are not involved in any teaching work during the study period.
- For such of those faculty members who are doing Ph.D in Part-Time mode, annual increments will be sanctioned as a routine matter as they are involved in teaching work even during the study period also.
- Total Experience:
- For computation of “Total Experience”, study period will be included irrespective of the mode of study in case of Ph.D.

Special Training

Faculty sponsored for special training including FDP, STTP, Internships, Sabbatical:

Staff members can attend Workshops / Conferences / SDP/ FDP programmes 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. Failing which twice the on duty leave period salary and the actual stipend if any, during the period have to be paid back to the institution.



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The faculty attending special training / internships should produce the outcomes as projects / fund generation through FDP, seminars within one year failing which the entire period salary should be paid back to the institution.

Travelling Allowance and DA

- The faculty who have completed the first six months of his/her probationary period are eligible to avail TA/DA claim for official work.
- TA can be claimed for official visit within the country for the eligible staff.
- If own vehicle is used the actual fuel expenses will be reimbursed on producing fuel bill.
- D.A will be paid (Subject to management)

Registration fees for workshop/conference

- Actual Registration fee will be sanctioned to the maximum of (i) Rs.1500 for National Conference (ii) Rs.5000 for reputed International Conference for the first author (second author, if guide is the first author).
- Registration fees will be sanctioned for Faculty development Program / Workshop / Seminars on submission of supporting documents. (Registration form, handouts, certificate and attendance)

Research Funding, Patents and Publications benefits:

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 & Patent, 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.

Consultancy:

The revenue generate for such consultancy works are shared as per the below table.





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No	Name	Percentage of Share
1	Contribution to Institution	50% of the revenue generated
2	Staff involved	20% of the revenue generated
3	Faculty in-charge	30% of the revenue generated

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.

Funding Proposals and Patent:

The Institute follows Incentive scheme to reward the Faculty for the Research work carried out in the respective year.

Terms & Condition:

Patents

- The Patent shall be irrevocably must be registered in the name of M.A.M. College of Technology with the Researcher's name prominently featuring as the Inventor.
- The commercial aspects shall be mutually worked out between the Institute and the researcher. The registration charges will be borne by the Institute.

Funding proposals

- The incentive for receiving research funding will be based on the amount sanctioned.
- To receive the incentive the concerned PI and CI must submit a detailed report through the concerned Head of the Department for consideration, to the Dean research. Before submission the report must be thoroughly scrutinized.
- In case if the project does not have a CI (Co-investigator), the entire incentive amount will go to the PI (Principal Investigator).



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No	Category	Name	Percentage of Share
1	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc..)	Principal Investigator	6% of the Received Fund
2	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc..)	Co-investigator	4% of the Received Fund
3	Research Funding and Funded Projects (from Apex Body, R&D Organization, Industry MOU, University etc..)	Contribution to Institution	Actual cost incurred to establish the facility / procurement from the allotted fund
4	Patent (US/Overseas/Indian)	Lead Author	10 Thousand
5	Patent (US/Overseas/Indian)	Co Author	05 Thousand

Journal Publications:

In every department, Faculty members are assigned with targets for paper publications and attending conferences, both National & International every semester. Faculties who achieve their target are appreciated with incentives and are elevated in hierarchy within the department. The incentive schemes for Journal publication are as per the below table:

No.	Criteria	Author 1	Author 2	Author 3 and above
1.	SCI with impact factor one and above	Rs.5,000	Rs. 3000	Rs. 2000
2.	Scopus Indexed journal	Rs. 3000	Rs. 2000	Rs. 1000



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Terms and 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 published research paper/book chapter/textbook and proof of Impact factor and Index in Scopus.
- Ceiling amount for coverage under EPF Act is Rs. 15000/-.
- EPF contribution to be deducted on Basic pay alone as per existing norms.
- Necessary Administrative charges will be paid by the Management.

Coverage norms for salary below Rs.15000/-

- a. To be covered only after completion of one year of satisfactory performance.
- b. An employee should make a request on completion of one year of satisfactory service and the same will be put up for approval by the Management, Necessary report will be obtained from HoD/Head of institution concerned in this regard about the performance of the individual.
- c. After grant of approval by the Management, the said employee will be covered from the date of completion of one year of service and the Management contribution of 12% (as per the act) will be extended to them.
- d. Deduction of 12% of EPF contribution will be basic pay alone as per the norms.
- e. No minimum time limit is applicable in case of an employee who is already a member of the EPF scheme in his/her last place of employment subject to the condition that there is no break of service or discontinuity exceeding a period of three months.(Subject to management)

Coverage Norms for salary above Rs.15000/-

- a. Coverage under EPF is not mandatory for staff drawing a monthly salary of Rs.15000/- more.
- b. In case an employee wishes to become a member of the EPF scheme for availing exemption under IT act, then he/she should make a written request on completion of one year of continuous service. On receipt of necessary report will be obtained from the HOD/ head of institution about the performance of the individual concerned.
- c. It is discretion of the Management to approve the same or not.
- d. If approved by the Management the above said employee will be covered from the date of completion of one year of service.
- e. The Management contribution under such cases will be restricted to a maximum ceiling of 12% of Rs.15000/- only as per the EPF act. Management has got no option in this matter.
- f. An employee can make contribution to EPF scheme at any rate of his/her salary subject to a maximum limit of Rs.20000/- per month. No restriction will be made by the Management in this regard.



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- g. An employee will be submitting in writing to the Management specifying the exact amount to be deducted towards EPF, and the deduction will be made accordingly.
- h. No minimum time limit is applicable in the case of an employee who is already a member of the EPF scheme in his/her last place of employment subject to the approval of Management.
- i. Since it is not a mandatory for deduction of EPF contribution for staff drawing a monthly salary of Rs.15000/- and more, the willingness of employee is a must for converge under EPF.
- j. An undertaking for non-willingness to become a member of EPF will also be obtained from the staff for the purpose of submission to EPF authorities. The undertaking as received from the staff in this regard will be produced at the time of inspection by EPF authorities.(Subject to management)



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SECTION 7

Professional Standards and Business Ethics

We, at MASTeR Group assumes that those associated with the institution will conduct themselves ethically and in accordance with what are generally accepted as "standard business practices". Being one of the largest education institutions we are liable to set examples and requires every individual associated with the institution to demonstrate and exercise a high degree of personal responsibility, integrity, and sound judgment.

Each employee should be familiar with the policies and procedural guidelines that cover his/her responsibility. This requirement will vary significantly depending on the employee's position. It is hoped that by clearly setting forth the standards of behavior that the MASTeR Group expects from its employees, any misunderstandings will be minimized, and any questionable situation can be brought to the attention of the responsible administrator and resolved.

Any employee who has a question about these issues, or the policies governing them, that cannot be answered by his/her supervisor is encouraged to direct the question to Human Resources Department

MISCONDUCT

If during the period of service, the management comes to the conclusion that an employee has committed any misconduct, his/her services are liable to be terminated. Without prejudice to the generality of the term misconduct, the following acts of omission and commission shall be treated as misconduct

1. Theft, fraud, dishonesty or misappropriation in connection with the business or property of the organization or of property of another person in the office premises
2. Willful insubordination or disobedience, whether alone or in combination with others, of any lawful and reasonable order of the superior executive in connection with the organization's work.
3. Habitual absence without leave or overstaying the sanctioned leave without sufficient grounds.
4. Habitual negligence or neglect of work including slowing down of work.
5. Habitual late or irregular attendance.
6. Interference or tampering with any devices installed in or about the premises of the organization, or willful damage to any property of the organization.



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7. Furnishing false information regarding name, age, father's name, qualifications, previous service or any other matter germane to the employment, at the time of employment or during the course of employment.
8. Drunkenness or riotous or disorderly behavior in the office premises or outside such premises where such behavior is related to, or connected with, the employment.
9. Gambling within the office premises
10. Smoking within the office premises where it is prohibited.
11. Sleeping or dozing while on duty.
12. Commission of any act which amounts to a criminal offence involving moral turpitude.
13. Commission of any act which is generally subversive of discipline or good behavior.
14. Breach or violation of the rules, regulations or orders applicable to the employee.
15. Commission of any act of sexual harassment of female employees such as physical contact and advances, sexually colored remarks, showing pornography, sexual demand and any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
16. Abetment, or attempt at abetment, of any act which amounts to misconduct.
17. Obtaining or attempting to obtain leave of absence on false pretext.
18. Refusal to work on holidays or on off-days when required to do is in the exigencies of the Institute's work.
19. Breach of confidentiality or loss of confidence by an act against the interests of the organization.
20. Absence from work-place without permission of the HOD.
21. Interference, tampering with records, attendance register, etc either pertaining to himself or to any other employee.
22. Willful non-cooperation with fellow employees for proper discharge of duty at any time.
23. Not wearing the complete uniform provided by the management, if any. During working hours, or wearing the uniform improperly while on duty.
24. Eve-teasing or sexual harassment in the Institute's premises, or transport provided by the employer, if any.
25. Attempting to obtain any benefit under false pretext, or by making false statements.
26. Refusal to accept any communication/order from the management either in person, or by post.
27. Interfering in the work of any other employees and/or the management.
28. Willful slowing down the performance of work, or abetment or instigation thereof.
29. Going on, or participating in an illegal strike or abetting for the same.
30. Copying or otherwise taking the extracts of official documents without permission.
31. Any other act or omission subversive of discipline or prejudicial to the interest of the University/Institute.



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Note: The above instances of misconduct are illustrative in nature and not exhaustive.

MASTeR Group reserves the right to request a medical examination or doctor's certificate during or following an illness and through examination of the same by the doctors on panel of the organization.

Telephone and Computer Use Policy:

The employees should limit their personal use of the telephone and computer during office hours. The telephone and email system has not only been installed to ensure smooth working of the organization but all messages sent by or received on those systems is considered as College documents. The College reserves the right to access and to disclose the messages that are sent or received on the voice mail or email systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the e-mail system. Employees who abuse this policy are subject to disciplinary procedures up to and including termination.

Smoking Policy

The College maintains a non-smoking policy within the office/college.

Dress Code Policy

The College maintains a business working environment. All employees should use discretion in wearing attire that is appropriate for the office and student interaction.

Safety Policy

The College is sincerely interested in the safety and well being of our employees. The College will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly. If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the manager immediately. They will see that prompt medical attention is provided.

Drug and Alcohol Policy

The College realizes that the misuse of drugs and alcohol impairs employee health and productivity. Drug and alcohol problems result in unsafe working conditions for all employees



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and customers. The College is committed to maintaining a productive, safe, and healthy work environment, free of unauthorized drug and alcohol use.

Any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on College premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.

Basic Obligations towards the Organization

1. Personal Conduct

From the very first day, every employee is a representative of the University. His personal appearance, actions and the impressions made- both during and after business hours- are important to his/her advancement and to the continuing development of the University's image and reputation. While there are no rigid rules for personal behavior, there exists a standard for personal conduct for every employee connected with the University and it can be maintained by exercising good taste, good judgment and moderation at all times. A suitable business dress that is consistent with our profession should be worn during official hours. This again implies good taste and judgment and suggests a dress that is neat and avoids ostentation or garishness.

2. Harassment of Female Employees

All employees shall strictly refrain from sexual harassment of any female employee and endeavor to prevent and deter the commission of any act of sexual harassment in the workplace. In case any incidence of any such act comes to his/her knowledge, the employee shall take all steps necessary and reasonable to assist the affected person in terms of support and preventive action and report the matter to the appropriate authorities.

3. Secrecy Maintenance Agreement

Except to his/her direct superior authority, a employee will not give out to any person any of the administrative and/or organizational matters of confidential/secret nature which it may be his/her personal privilege to know by virtue of being a employee of the Organization. All books, records and articles belonging to the Organization shall remain in the office premises and it will be ensured that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the management. No employee shall, except in accordance with any general or special order of the Organization or the Institute, or in the performance in good faith of duties assigned to him, divulge or



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communicate directly or indirectly any official document or any part thereof, or other information whatsoever to any other person to whom he is not authorized to divulge or communicate such document or information.

4. Acceptance of Outside Assignment

During the period of employment with the Organization or the Institute, every employee will devote his/her entire time, attention and abilities exclusively to the performance of the assigned duties; and will not undertake any other direct/indirect business, work or assignment- honorary or remuneratory- or any further studies, examination or external academic course (including part-

time or correspondence) except with prior permission of the management. The employees will, in all respects, obey and conform to the management's orders and put in their best endeavor to promote the interest of the organization.

5. Taking Part in Politics and Elections

a. No employee shall take active part in politics so as to cause interference in the discharge of his duties nor shall he in any manner associate himself with any movement or organization which is, or tends directly or indirectly, to be subversive of law and order, or the interest of the University education.

b. No employee shall, without previous information to the Vice Chancellor stand for election or accept nomination to any local body, legislature of the State or Parliament, nor shall he, in any manner force his subordinates or his students against their will for canvassing of his election.

6. Demonstrations and Strikes

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the University, or to the interest of public order, decency or morality

7. Joining of Association By Teacher

No faculty shall join or be an employee of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India.



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8. Criticism of University, College or Government

No employee shall in any electronic broadcast or any document published anonymously or in his name, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement or express an opinion:

- a) Which is in nature of character assassination, reflection on the personal life of his superiors?
- b) Which is in nature of criticism of an individual as distinct from policy decision?

Provided that nothing in this rule shall apply to any statement made or views expressed by a faculty in his official capacity, or in the due performance of the duties assigned to him, on academic matters.

9. Articles/talks/Interviews, etc

While all employees are encouraged to write articles, participate in professional forum and give talks on professional subjects, they should discuss the details with their HOD in advance and ensure compliance with the guidelines. In all matters connected with the media, they should first consult their HOD. Unless authorized by the management, no employee is permitted to interact with the media, on behalf of the organization.

10. Office Property

Each employee is expected to take proper care of all office property, equipment, papers or files. He/she should not take any office assets, books or working papers away from the office without approval of HOD. In such cases proper care should be exercised for their safety and confidentiality. The office is not responsible for any loss of personal effects, including cash, of any employee.



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Redressal of Grievance

1. Any complaint arising out of employment including that relating to unfair treatment, or wrongful exaction on the part of the organization or its authorized representative, shall be addressed to the appropriate authority/HOD concerned for redressing the grievance through proper channel. The employee shall not forward advance copies of his representation to any higher authority, unless the lower authority has rejected the claim, or refused, or disposal of the matter is delayed by more than one month.
2. No employee shall be signatory to any joint representation addressed to the authorities' for redressed of any grievance or for any other matter



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SECTION 8

Office Discipline and Decorum

8.1 Hours of Work

The hours of work and workweek, for both teaching, non-teaching staff and office staff are generally as outlined herein. However, management may alter or change the workday and workweek, for greater efficiency for any other reasons.

The periods and hours of work including mid leisure break for all staff shall be exhibited in English & Tamil on the college's Notice board. The starting and closing time of each period shall be signaled by means of a bell or siren, but failure to sound the bell or siren due to unavoidable circumstances.

- The usual office timings are from 8.45 A.M. IST to 4.45 P.M. IST with one hour lunch break from 1.00 P.M. IST to 1.30 P.M. IST.
- The class timings are from 9.00 A.M. IST to 4.45 P.M. IST but in case of necessities, the Heads of the Departments shall extend the time till 5.00 PM with proper written approvals.
- Management enjoys the right to shift to a different pattern for working days and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- All Teaching staff shall sign in their respective Attendance Register and place their finger on the reader window (and the reader quickly and automatically captures and encrypts the finger prints) at the biometric reader, both in the morning before 9.00 A.M. IST and afternoon after 4.30 P.M. IST respectively. For all other staffs, the working hours will be 8.30 AM to 4.30 PM & the same procedure is followed.

Work load of a teaching faculty should not be less than 40 hours a week, of which teaching - Contact hours should be as follows: (As per AICTE notification F.No.1-65/CD/NEC/98-99 dated 15.03.2000)

Director /Principal	: 4 Hours/Week
Professor	: 8 Hours/Week
Associate Professor	: 12 Hours/Week
Assistant Professor	: 16 Hours/Week



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For the above stipulations, two tutorial hours/three laboratory hours will be counted as one teaching hour. The teaching / contact hours of teachers promoted under the performance appraisal policy shall remain the same as that of their substantive posts.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

8.2 Late Attendance with Permission:

Normally permission for coming late is granted only for one hour on two occasions in a month with due permission from principal in one day in advance. In this case, while closing the attendance, office will mark "P" against the name of the staff member. When the staff member reports for duty, the member shall sign in the late attendance register kept in the office mentioning the time of signing the attendance.

a. The permission shall not be granted as a matter of routine. Only in exceptional cases permission will be given. Monthly 2 permissions of „one hour“ is permitted. No carry forward of permission is granted.

b. Late Attendance without Permission: The staff members are required to be prompt in reporting for work. Only those who are held up due to unforeseen circumstances will be allowed to sign the Late Attendance Register till 9.03 A.M. IST.

c. Reporting thirty minutes later than the scheduled time will be treated as leave for half-a-day.

d. Regulations for late Attendance:

After exhausting the two officially permitted permissions, any late attendance will result in half-a-day leave with loss of pay or CL as the case may be.

Frequent late attendance without permission will result in one day leave

If any member is found to be late frequently, besides regulating the period as leave, disciplinary action will also be initiated.



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In general staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special permission or On-duty leave with proper approval from the Principal. The staff should get Gate Pass before leaving the campus during working hours. This should be recorded in biometric attendance also. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

8.3 Movement Register

A movement register is to be maintained by the Principal/ HRM Department and all staff shall record movement during office hours for official purposes.

Timing will be maintained for the register, before 10.00 am all record/register need to in HRM cabin.

Only HR team is authorized to edit any information in the register.

8.4 Duties and Responsibilities of the Deans / Directors / Heads / Faculties

For faculty members, the duties and responsibility are as per the norms of the UGC / University. However, any additional work allocated by the principal in view of college / student development and at the time of exigencies, the staff members must complete that additional work as directed by the Principal and Registrar.

8.5. Conflict of Interest

A conflict of interest could be defined as a situation that arises when a decision making authority is seen to have a personal stake in the outcome of the decision itself. This policy covers various situations, which a MASTeR employee may face in the areas of financial control, personal integrity, conflicts etc. and the role which they should play in such circumstances. This policy provides a common code of conduct, which should be adhered to by all MASTeR employees.

The activities of MASTeR employees must be lawful and free of conflicts with their responsibilities. They are not to misuse MASTeR resources or influence, or discredit the good name and reputation of the organization. It is the policy of MASTeR that no employee shall take any action or make any statement intended to influence the action of another, including donors and beneficiaries, to benefit the private interest of the employee or the employee's family members, rather than the interest of the MASTeR

The following are to be avoided in the best interest of the organization:

Soliciting subcontractors and vendors for donation / advertisements to a charity, in which the employee is involved



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- Using MASTeR facilities for personal purposes or for spouses / relative's business
- Treating personal expenses / trips as official expenses / trips
- Making a promotion decision about a spouse or relative
- Authorization of self in case of leave, travel advance, etc.
- Buying equipment from suppliers for personal use at high discounts in the name of MASTeR
- Using the buying power of MASTeR to acquire goods or services for the benefit of the employee or his/her family members
- No employee may solicit or accept, directly or indirectly, any gift, gratuity or favor that has substantial economic value, where either party could infer any obligation
- No employee shall authorize for use by MASTeR any product or service furnished by a firm in which the employee or the employee's immediate family members has a financial interest.

8.6 Consumption of intoxicating drinks and drugs

MASTeR work places must be totally drug free and all staff member shall strictly abide by any law relating to intoxicating drinks or drugs in force in all the workplaces of MASTeR. Immediate action will be taken, sack from the MASTeR Group

8.7 Disciplinary Action

MASTeR Group reserves the right to initiate appropriate disciplinary action on any of its employees within a standard framework that guarantees the reasonable rights of employees.

8.8 Competent authority to initiate disciplinary proceedings and impose penalties

Principal & Secretary/Registrar is the competent authority to take disciplinary proceedings and impose any of the penalties specified hereunder, according to the nature of the misconduct unless otherwise specified by the Executive committee.

Misconduct

Code of Conduct is framed and attached in **Annexure** for Faculties & Non-Teaching Staffs. Students – Rules & Regulations, Hostel Code of Conduct and Transport Rules are framed and attached in Annexure respectively. Any violation of the rules and regulations of the Institution is a misconduct, which needs to be corrected through disciplinary action by the Management

Harassment

MASTeR Group Management is committed to provide a work environment free from all sort of intimidation or offences which might interfere with an individual's dignity or work performance and as such no act that tamper with the integrity and honour of employees will be permitted and tolerated.



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Harassment of any sort – verbal, physical, visual – will not be tolerated. No harassment based on caste, race, color, religion, gender, age, sexual orientation, nationality, disability, medical conditions, marital status etc. will be permitted in the workplace.

Sexual Harassment

The Policy on Prevention of Sexual Harassment at Workplace declared by the MASTeR Group is in place and framed as per the statutory requirements / the orders passed by the Honorable Supreme Court of India. The definition of sexual harassment, mode of complaint, enquiry procedures, punishment, etc are as per the policy declared by MASTeR Group. Zero percent tolerance with immediate termination, if found.

8.9 Grievance

A Grievance Redressal Committee is set up to address the grievances of the employees. The Grievance Redressal Committee will consist of at least five staff with representation from both genders. The Committee will be a permanent arrangement for in-house investigation to handle grievances of employees. The Chairperson of the Committee will be the Principal, Secretary & Registrar or any other person as appointed by the Chairman & CEO. The definition of grievance, mode of expression of grievance & redressal mechanism are as per the policy declared by MASTeR.

General Grievance Cell and Its objectives:

A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

8.10 Procedure of Working:

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute,



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- First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If the problem pertains with the immediate superior he / she may proceed directly to the second level.
- Second Level – The second level includes the Head of the Department. If the problem pertains with the Head of the Department he / she may proceed directly to the third level.
- Third Level – If the grievance is not resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- Fourth Level - If the grievance is not resolved at the third level, the employee presents his / her grievance to the Management.

8.11 Complaints cum Redressal Committee

Complaints cum Redressal Committee are formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances.

Facility:

Suggestion cum complaint boxes have been installed at different places in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged; however one may choose to remain anonymous.

Recommendation:

Recommendation of the members of the complaints cum redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he /she may file an application for review, in writing, to the Management through the HR Manager within twenty days following the written decision of the Principal. The decision of the Management on the appeal shall be final and binding on the employee.

8.12 Co-operation in internal investigation:

All employees of the Institute cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

8.13 Consequence of Misconduct

Offences aforesaid can invite penal action ranging from suspension to dismissal depending on the gravity of offence.



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Penal Actions

The following steps are to be followed with regard to all disciplinary actions:

- Verbal Warning
- Written Warning (Memo)
- Show cause notice

Suspension

On receipt of a report in writing from the Principal or Registrar or HRIC, the competent authority may suspend an employee for any act of alleged misconduct, pending domestic enquiry. During the period of suspension, the employee shall not leave station except with the written permission of the Management.

Domestic Enquiry

No order of punishment shall be made without the employees having been given an opportunity of explaining to the satisfaction of the Management the circumstances alleged against him/her. Accordingly, a charge sheet will be issued calling for the explanation of the delinquent employee. In the event, the Management is not satisfied with such an explanation, an enquiry officer will be appointed who will be required to conduct the domestic enquiry.

Punishments

Upon completion of enquiry and in the event of the employee being proved to have committed offence, the punishments will be awarded according to the gravity of the offence, inviting maximum penalty, in which the concerned staff will be dismissed from service. The likely order of punishments is:

- a. Withhold the Increment (cumulative/without cumulative)
- b. Barring the Promotion
- c. Such other punishments ordered by the Principal , Secretary & Registrar
- d. Dismissal.

Right to Appeal

Any employee aggrieved by the decision of the Principal ,Secretary& Registrar may file an appeal in writing to the President of MASTeR within fifteen days of the date of the decision. The Chairman/CEO has the option to appoint a fresh committee to review the penal action. The decision of the Chairman/CEO of MASTeR shall be final and binding.



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Retirement

The rule of superannuation of the Govt. of Tamil Nadu will be followed by this college. It is 59 (Fifty Nine) years as on date. The age of retirement of an employee of MASTeR shall be 59 (Fifty Nine) which will be the age of superannuation. An employee may be re- hired by the Management after retirement on an annual basis with proper Memorandum of Understanding (MoU) / Re- appointment order.

Voluntary Retirement

An employee can resign from their post by giving required notice, as specified in their contract letter / appointment letter. The resignation becomes effective as soon as it is accepted in written by the Management. An employee may not be permitted to withdraw his/her resignation after it is accepted. All payment of dues will be made with the approval of Management. Such employees who opt to resign shall submit a „No Claim Certificate“ upon which a relieving order will be issued by the Management.

8.14 Termination of Services

Medical Grounds:

During the on-going employment period, Management retains the right to terminate the services of an employee by giving one month notice in writing or one month's pay in lieu, on medical grounds. (e.g. continuous illness of an employee for more than six months in a year or due to physical or mental disability as certified by a medical practitioner appointed by the Organization).

Termination on Disciplinary Grounds

During the on-going employment period, Management retains the right to terminate the services of an employee on grounds of violation of discipline as detailed in this HR manual.

Termination on grounds of Judicial Conviction / Observation

Not with standing anything contained in these rules, the competent Authority may impose any of the penalties specified hereinabove if the staff member has been convicted on a criminal charge or on the strength of facts or conclusions or comments arrived at by a judicial trial.

Termination for Prolonged Absence

When a staff member is absent from work for a period of fifteen days (15) or more days without submitting any application for leave or for its extension or beyond the period of leave sanctioned



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originally/subsequently or when there is satisfactory evidence that he/she has taken up employment elsewhere or when the Management is reasonably satisfied that he/she has no intention of joining duties, the Management may at any time thereafter issue a show-cause notice stating, inter-alia, the grounds for coming to the conclusion that the staff member has no intention of joining duties and furnishing available evidence. Unless the staff member is able to respond with explanations satisfactory to the Management within the period stated in the notice, the staff member shall be deemed to have been terminated from the service of MASTeR

Premature Termination of Contract

In the event of premature termination of the contract, one month notice in the form of a letter will be given to the Contract Staff Member.

Termination on grounds of non – performance

The Management reserves the right to terminate the services of a staff for the following reasons other than matters of discipline:

1. If a staff employed on the basis of a particular expertise or skill or qualification ceases to possess such an expertise or skill or qualification.
2. For any reason whatsoever or if a staff becomes under- qualified consequent to changes in the policies of and/or the guidelines issued by the Government or the authorities concerned from time to time.

8.16 Notice by the Individual

A staff employee should submit adequate written notice to his/her supervisor before voluntarily leaving MASTeR GROUP. Teaching staff whose responsibilities are determined are expected to fulfill their commitments before separating from the organization. Employees who have completed one year of service are expected to provide a minimum of one month's notice. More advance notice may be appropriate for senior level positions and teaching staff.

Master Group /Termination

The termination of an employee for cause by **MASTeR GROUp** is generally the result of an individual's inability to attain the required level of performance in the job, failure to comply with required policies and procedures or standards of professional behavior applicable to employment, or repeated failure to perform required duties. Any termination must be approved



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by the Vice President for Human Resources, or his/her designee, and must be in accordance with established policies and procedures.

Abandonment & automatic termination:

1. If an employee remains absent from duty without prior permission for a period exceeding eight consecutive working days, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, he/she has thus abandoned the job. Such abandonment of service shall be treated as resignation from the service and not as termination by the university; and the employee will also be liable to pay one month's salary in lieu of notice (if applicable as per the terms & conditions of appointment), which may be deducted from his/her salary or other dues. Provided, however, the said employee returns within fifteen days and gives proper explanation for his absence to the satisfaction of the management, the lapse may be condoned and he/she may be re-employed in his post with/without continuity of service, entirely at the discretion of the management; and the employee shall have no right to any claim, or challenge the discretion of the management in this regard.

2. In the event of an employee remaining absent in excess of the period of leave originally granted or subsequently extended, he will lose his lien on appointment, unless he returns within eight days (including holidays/weekly off, etc. as also the period for which leave though applied has not been granted) and gives acceptable explanation to the management of his inability to return immediately after expiry of the leave period.

8.17 Rehire

Employees who leave MASTeR GROUP in good standing and later wish to return are eligible for consideration for rehire provided an appropriate position is available. A previous employee who is rehired will not be given credit for prior service for purposes of leaves, vacation eligibility and other pertinent.



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Relieving Formalities

1. The employee will hand over the charge together with all the property/ material of the organization in his/her possession, custody or charge at the time of cessation of employment, such as identity card, data-bases, files, books, magazines, reports & records, Documents, manual, audio/video tapes, floppies/discs/pen drive, tools, instruments, etc, before the last payment of outstanding wages is released. The value of all shortages and/or damages to any property shall be recoverable from him, including adjustment against whatever dues are payable to him. The employee will be required to compensate the management for all losses/damages caused by him to the official promises and all movable property therein.
2. At the time of leaving services, the employee shall have to obtain a "No Dues Certificate" From the entire concerned department . Accounts department will finally settle his/her account Only after getting Signature from HRM and submission of this certificate.
3. Failure to comply with any of the above provisions shall entitle the management to wit hold The employee's due to make appropriate deductions therefrom, and to take such other action as may be deemed fit, which also includes the initiation of legal proceedings in the court of law.

8.18 Notice Period , Resignation & Retention Policy

In the case of Resignation/Termination, you need to undergo notice period for the months, depends on the management norms Voluntary resignation is accepted only during the end of the Academic year with prior 2 months notice or 2 months gross salary in lieu of 2 months notice. Voluntary resignation will not be entertained during the middle of the semester and is not permitted. However the Management reserves the right to relieve the person even before the conclusion of the two month notice period. Further the Management reserves the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.

Exit Interview is conducted for every faculty submitting resignation and the reason for leaving the Institute is identified. The information collected during the Exit interview is recorded and filed. Before resigning the staff must get their No Dues form duly signed by the concerned Head of the Department, other related department heads and submit to the HR Department before the relieving date.

Any unsettled amount or dues must be cleared before getting the relieving order and service certificate. The staff must return all documents and items related to Institution to the concerned department before relieving. Failure to do so will result in strict action against the employee.



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Before being relieved all staff should hand over charges to the appropriate person on consulting the Head of Department and inform the same to the Principal. Head of Department is responsible for initiating necessary action to ensure that all Institute properties, equipment and rector's etc., are returned safely. Declaration form should be given by all the faculty at the time of Relieving. Charge list is prepared and get attested by the concerned HoDs / AO.

Resignation in the wake of Disciplinary Proceedings

1. A Staff member against whom disciplinary proceedings are pending shall not resign from the service in MASTeR without the prior approval in writing from the Principal, Secretary & Registrar and any notice of resignation given by such staff before or during the disciplinary proceedings shall not take effect unless it is accepted by the Principal, Secretary & Registrar.
2. Staff member against whom disciplinary proceedings have been initiated will cease to be in service on the date of superannuation but the disciplinary proceedings will continue as if he was in service until the proceedings are concluded and final order is passed in respect thereof.

Death

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal, Director & Registrar. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

Documents to be submitted on Separation from MASTeR

- In the event of separation from MASTeR the following documents are required to be submitted by the staff:
- In case of resignation, letter of resignation
- Non Liability Certificate
- ID Card issued from the MASTeR
- Details of documents kept in the custody of the person both hard and soft copies and list of the pending work as on date
- Other Properties of MASTeR in the possession of the individual
- Exit Report.

MASTeR must provide Experience Certificate/ Service Certificate to Staff on the event of his/her separation on his/her written request. However, MASTeR retains the right for withholding certificates in



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situations including, but not limited to, failure on the part of staff to return to MASTeR its property or reconcile all outstanding payments, failure of the staff to produce the Non- Liability Certificate etc.

Exit Interview

The exiting staff member shall generally be required to participate in a face-to-face exit interview and submit the exit interview form duly filled on or before the last day of employment. Exit interviews shall be conducted with departing staff before they leave. Exit interviews will provide useful information about the organization, to assess and improve all aspects of the working environment, culture, processes and systems, management and development. The exit interview form shall be analyzed and corrective action devised. If necessary, policies, procedures and other aspects of Human Resources.

The exit interview shall be coordinated by the Registrar (or) HRIC Department.

The exit interview shall be recorded in the outgoing staff member's personal file. The Management shall critically analyze the exit interview forms filled in by staff members who have separated and learning's should lead to appropriate follow up action.

Professional Demeanor of MASTeR Employees

All employees of are expected to present a professional appearance at all times. They are to conform to the standards of Professional education attire most common to the location of their job and site assignment



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SECTION 9

General

9.1 Monitoring & Evaluation

It is essential for MASTeR Group to reflect on and review its HR practices from time to time, to ensure systems remain robust, flexible, consistent and relevant to the organization's needs related to the mission, values, principles and culture.

9.2 Policy Practice Compliance Audit

Policy practice compliance will be assessed through regular, structured HRM audits.

- Reviews will be conducted once every year.
- Review teams may include peers from within MASTeR, including senior staff members, relevant staff members from partner organizations, external experts on HR or relevant members from like-minded organizations.
- These reviews shall be in consistent with Accountability, Learning and Planning processes.

9.3 HR Information System

The HR Department (or) HRIC/Admin will maintain effective staff data systems through a database. Such data will be disaggregated by gender and diversity. The report generated by staff data systems will be used proactively by Principal & Director (or) HRIC to analyze trends and to improve and refine systems and practices. In monitor of Registrar.

Besides gender and diversity at all levels, data systems will record staff training and development activities and their impact, performance review records, staff attitude surveys, grievances, recruitment and staff turnover analysis and staff casualty together with data that meet local needs such as leave usage trends, organizational age index, ratio of Human Resource Organization Development (HROD) staff to overall staff, functional staffing ratios and staff support costs.

9.4 Amendments

These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice issued by the Chairman/CEO/Registrar in this regard.



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(Approved by AICTE, Affiliated to Anna University, Chennai)



APPOINTMENT AND SERVICE RULES,
PROCEDURES





M.A.M. BUSINESS SCHOOL

Siruganur, Tiruchirappalli, Tamil Nadu, India – 621 105

Format No: HR-06

Call letter

MAMCET/ADM/HR/2020-21/Dept

Date: 13.07.2021

Sir/Madam,

Sub: Staff selection for the academic year – 2020 – 2021 – reg.

Ref: Your application for the post of Assistant Professor / Associate Professor / Professor

With reference to your application for the post of Assistant Professor / Associate Professor / Professor in the department Management of our College, you are requested to report for an meeting at **11.00 a.m. on 15.07.2021** in the College premises at M.A.M.Business School, Siruganur, Trichy – 621 105 along with the following documents.

1. All original certificates (qualification and experience)
2. Copy of all certificates & ID cards – 1 set
3. Pass port size photo – 2 Nos.
4. Resume in the format enclosed
5. Proof for last drawn salary
6. Pan Card, Voter Id & Aadhar card

Send your confirmation message through WhatsApp to HR Manager in 6384800900, on or before **14.07.2021**

Thank you

HR Manager



MAMCET COLLEGE
TIRUCHIRAPPALLI



MAMCET COLLEGE
TIRUCHIRAPPALLI



MAMCET COLLEGE
TIRUCHIRAPPALLI





**Dr. B. Muruganatham., M.E., Ph.D.,
Registrar**

MASTeR/HRM/BS/OL/001/2021

15th July 2021

Offer Letter

With reference to the application you made and the subsequent selection process you underwent for teaching faculty position, I am happy to inform you that you are offered the position as detailed below.

Position	Assistant Professor
Department	M.A.M Business School

You are asked to report for duty on or before 02.08.2021. On completing the formalities of submitting the joining report and educational certificates, you will be provided with the formal appointment order.

Kindly acknowledge the receipt of this letter and let us know the willingness to join the above position at the earliest.

With warm regards
B. Muruganatham
Registrar

To
Mr. Prasanna S



CS





MAMeR

Duties and Responsibilities of a Teaching Faculty

1. Report to HOD
2. Plan, schedule, and organize, co-ordinate and monitor Lectures and Practical's for the students assigned to you.
3. Complete the syllabi in the subjects assigned to you.
4. Prepare Lecture Plan/ Lecture Materials/ Course Material
5. Conduct at least three internal Tests during each semester in the subjects assigned to you
6. Encourage students to participate in co-curricular and extra-curricular activities.
7. Plan, deliver and evaluate theoretical / practical instructions.
8. Guide the students in the performance of practical tasks and skill exercises and evaluate their performance, Advise and assist the students in their project works.
9. Participate in professional development activities
10. Involve in at least one task for Institutional Development during a semester
11. Any other responsibilities that may be assigned by the HOD.
12. To produce 95% result in the subject taught.
13. To take all needful steps for Research and Development towards establishing a Centre of Excellence.
14. To take up Collaborative programmes with leading organizations by exchange of know -how's and in turn help placement.
15. To publish at least one paper in international conference and journals of repute every year.
16. To organize an international Conference on any thrust area on relevant subject.
17. To take all efforts in bringing the name and fame of the institution to the top level in the nation.

General

1. The Faculty Member should come to the college at least 5 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
2. All the Faculty Members are expected to follow the rules and regulations of the institution as prevalent from time to time.
3. The work load of all the staff shall be fixed by the management. The work load of the faculty should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:





Position	Minimum Working Hours per Week
Professor	8 hours / week
Associate Professor	12 hours / week
Assistant Professor	16 hours / week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour.

The work plan of teachers shall ensure, in the most productive manner, the utilisation of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

1. Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
2. Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
3. The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
4. Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in academic, co-curricular or extracurricular activities.





4. Every Faculty Member must give seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
6. Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.

Roles and Responsibilities of the Class – Advisors

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period wise) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who have got less than 75% of attendance in aggregate. Submit the lists to the Head immediately.
5. Prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/College and also update student record regularly after knowing supplementary exam results in the current Semester.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal / external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at regional / national level.
10. Inform the subject staffs of their class to post mid exam marks in the master register within stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
12. Seek the permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.



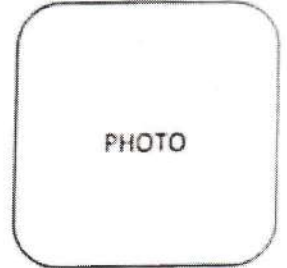
M.A.M. B - SCHOOL
SIRUGANUR, TRICHY - 621 105

BIO - DATA

Post applied for _____

Department : _____

1. Name :
2. Date of Birth :
3. Father's Name :
4. Permanent Address :
5. Contact Ph.No / Cell No :
6. Religion :
7. Community (OC/BC/MBA/SC/ST) :
8. Marital Status (Tick) : Married / Unmarried
9. Area of specialization :
10. Educational Qualification



Exam Passed	Degree & Specialization	Board / University	Year of Passing	% of Marks	Class
X Std					
XII Std					
UG Degree					
PG Degree					
Ph.D					
Others (If Any)					

11. Research Experience & Training :
 - a. Publications :
 - i. No. of Journals : National : International :
 - ii. No. of conferences : National : International :
 - b. Research Projects Carried out :

Title of the Project	Name of the Funding Agency	Cost & Duration	Status



DIRECTOR
M.A.M. B - SCHOOL

c. Training (Please Specify) :

12. Seminars, Conferences, Symposia Workshop etc., Attended

Name of the Seminars, / Conf / Sym / Workshop etc.,	Name of the Sponsoring Agency	Place and Date

13. Teaching Experience (Years & Months) :

14. Innovations / Contributions in Teaching :

- a. Design of Curriculum :
- b. Teaching methods :
- c. Laboratory experiments :
- d. Evaluation methods :
- e. Preparation of resource material :
- f. Remedial Teaching / Students Counseling :

15. Extension work / Community service :

16. Participation in Corporate Life :

- a. Co-curricular Activities :
- b. Extra-curricular Activities :
- c. Students welfare and Discipline :
- d. Professional Organization of Teacher :

17. Membership of Professional Bodies, Societies etc., :

18. Editorship of Journals & Conferences :

19. Salary Expected :

Terms & Conditions

- ❖ Selected candidate should surrender the original degree and provisional certificates before collecting the appointment order.
- ❖ Minimum of 2 years stay in the college is expected. However they can be relieved immediately for Government job by submitting the proof.
- ❖ If they resign in the middle of the academic year, they have to pay 3 months salary.

Date :



Signature



GROUP OF INSTITUTIONS

M.A.M. B - SCHOOL

Siruganur, Tiruchirappalli, Tamil Nadu, India – 621 105



M.A.M. B - SCHOOL

HR Format -10

CERTIFICATE VERIFICATION

Post applied for in Department

1. Name :
 2. Date of Birth and Age :
 3. Community / Caste : OC / BC / MBC / SC / ST
 4. a) Educational Qualifications :

Course of Study	Year of Passing	% of Marks	Class / Grade obtained	Name of the Institution studied	Name of the University
S. S. L. C.					
H. S. C.					
DIPLOMA					
UG DEGREE					
PG DEGREE					
M. Phil.					
Ph. D.					
Others					





GROUP OF INSTITUTIONS

M.A.M. B - SCHOOL

Siruganur, Tiruchirappalli, Tamil Nadu, India – 621 105



MAM B
M.A.M. B SCHOOL
SIRUGANUR

5. Experience in chronological order :

Name of the (Institution / Industry)	Designation	Period		Total Experience	
		From	To	Year	Month
Total					

6. Publications :

7. Last Salary drawn :

8. Salary expected :

9. Joining time required :

All the above original certificates of the candidate are verified.

Date:

SIGNATURE OF VERIFYING OFFICER

Name / Designation / Department

Joining Report

From

To

Secretary & Correspondent
MASTeR Group of Institutions,
Siruganur,
Tiruchirappalli -621 105

Through : Proper Channel

Sub. : MAMBS – Appointment order – Joining duty – Reg.

Ref. : 1) Your appointment order dated _____

Sir,

I thank the Management for having offered me an appointment as _____ in the department of _____. I join duty in this FN / AN today (- -). I hereby declare that I will abide by all the rules and regulations of this college.

Thanking you,

Yours faithfully,

Station : Tiruchirappalli – 621 105

()

Date :

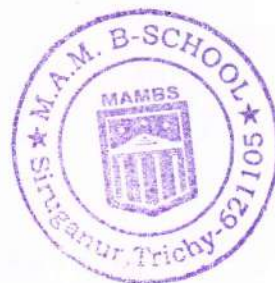




M.A.M B SCHOOL
Siruganur- Trichy-621105
(Approved by AICTE, Affiliated to Anna University, Chennai)



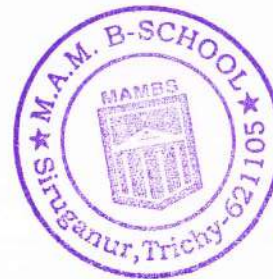
INSTITUTIONAL STRATEGIC PLAN



STRATEGIC PLAN

2021-22


DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



STRATEGIC THRUST AREAS

1.0	Academic Excellence
2.0	Human Resource Development
3.0	Research & Development and Consultancy
4.0	Empowerment for Employment and Career Growth
5.0	Institutional Level Programs/ Activities
6.0	Extra-Curricular Activities
7.0	Infrastructure Development



WORK PLAN – 1

THRUST AREA: 1.0 Academic Excellence

GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
1.1 Planning and monitoring system	1.1.1 Academic calendar preparation	*						*					
	1.1.2 Timetable preparation	*						*					
	1.1.3 Work load allocation	*						*					
	1.1.4 Academic Audit (course file, assignment, logbook, work book for labs, Attendance							*					*
	1.1.5 One to one Counseling students in the presence of parents	*							*				
	1.1.6 Class Committee Meeting			*	*						*	*	
	1.1.7 Feedback Collection Meeting: OBE related and course coordinator meeting					*						*	
	1.1.8 CO, PO calculation							*					*
	1.1.9 Preparation of Action Taken Report				*					*		*	



GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
	1.1.10 Assignment Planning	*								*				
	1.1.11 Monthly/Semester Consolidated Attendance	*						*						
	1.1.12 Internals I & II, Models Timetable Preparation	*						*						
	1.1.13 QB Preparation, Notes Preparation	*						*						
	1.1.14 Internals I & II, Models Q. Paper Preparation													
	1.1.15 Internals I & II, Models Marks consolidated to be sent to Parents			*	*	*				*	*	*		
	1.1.16 Odd Semester Result Analysis (To Director/ Parents)	*							*					
	1.1.17 Updating of Student Record (Mentor Mentee System Updating)			*			*							
	1.1.18 No due Forms, TC and Conduct Certificate for Outgoing students	*												



GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
1.2 Feedback system	1.2.1 Student feedback –Infrastructure and corrective measures of feedback		*										
	1.2.2 Feedback from parents	*							*				
	1.2.3 Feedback from Alumni and industry		*										
	1.2.4 HOD's feedback on the faculty performance								*				*
	1.2.5 Self Appraisal of Faculty	*	*	*	*	*	*	*	*	*	*	*	*
1.3 Standardization	1.3.1 Preparing Question Bank and loading the same on college website	*							*				
	1.3.2 Preparing Work Book for labs	*							*				
	1.3.3 Preparing Lab manual	*							*				
	1.3.4 Preparation of Class Notes/Study Material	*							*				
	1.3.5 Stock Verification			*				*			*		*



GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
1.4 Bridge Courses	1.4.1 For First Year Students		*	*									
	1.4.2 Seminars, Guest Lectures, Workshops	*	*	*	*	*	*	*	*	*	*	*	*
	1.4.3 Industrial Visits				*	*							
	1.4.4 Skill Development Programmes				*						*		
	1.4.5 Student Association Activities	*	*	*	*	*	*	*	*	*	*	*	*
1.5 Professional Society Related	1.5.1 NAAC Related Activities	*	*	*	*	*	*	*	*	*	*	*	*



WORK PLAN – 2

THRUST AREA: 2.0 Human Resource Development

GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.1 HRD Faculty	2.1.1 Orientation program for new faculty (for faculty to understand MAM-B School culture)	*								*				
	2.1.2 Training on Scientific Teaching methodology		*							*				
	2.1.3 Faculty Development program: OBE, Research Proposal Writing	*								*				
	2.1.4 Training on Mentoring the Mentors Program	*								*				
	2.1.5 Faculty as Resource Person Programme		*								*			



GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.2 HRD Student	2.2.1 Workshop /Conference/seminar		*	*	*	*	*				*	*	*	
	2.2.2 Career guidance program for higher studies							*	*					
	2.2.3 Women Empowerment program						*	*						
	2.2.4 Industrial visits						*	*						
	2.2.5 Industrial tours								*			*		
	2.2.6 Program related to personal counseling					*						*		
	2.2.7 Students Orientation program		*											
	2.2.8 Symposiums (Management Meet)										*			



WORK PLAN – 3

THRUST AREA: 3.0 Research & Development and Consultancy

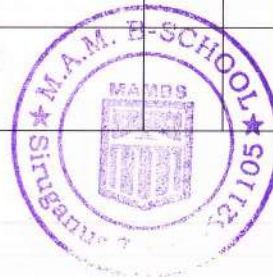
GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
3.1 Research Development	3.1.1 Applying for funded projects						*							
	3.1.2 Registration for PhD						*				*			
	3.1.3 Faculty to Guide Research Scholars							*			*			
	3.1.4 Patents						*				*			
	3.1.5 Arranging training to publish journals						*	*				*	*	
	3.1.6 Research Publications of Faculty in Journals						*	*				*	*	
	3.1.7 Participation/Paper presentation of Research work by Faculty with students						*					*		
	3.1.8 Book publication						*	*				*	*	
	3.1.9 Entrepreneur/ Incubation program			*	*						*	*		
3.2 Consultancy	3.2.1 Applying to start a Soft Skill Centre						*				*			



WORK PLAN – 4

THRUST AREA: 4.0 Empowerment for Employment and Career Growth

GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
4.1 Training	4.1.1 Soft skills, Communication, Personality Training Program					*							*	
	4.1.2 Value added program/Human Excellence course (Yoga)				*								*	
	4.1.3 Training on placement (cover letter, resume, interview, Group discussion etc.,			*									*	
	4.1.4 Inviting industrial experts for expectation sharing					*							*	
	4.1.5 Training for competitive examinations				*						*			
	4.1.6 Training for Entrepreneurship			*							*			
	4.1.7 Training for Higher Education							*						



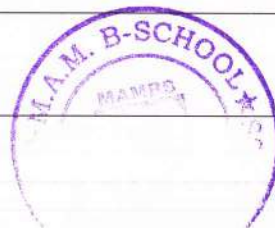
GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
4.2 Placement	4.2.1 Registration for placement		*										
	4.2.2 Placement – in-campus initiative		*	*	*	*	*	*	*				
	4.2.3 Placement – off-campus initiative				*	*	*	*	*	*	*	*	*



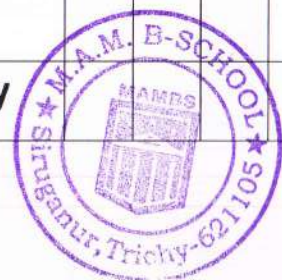
WORK PLAN – 5

THRUST AREA: 5.0 Institutional Level Programs/activities

GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
5.1 Development system	5.1.1 Preparing a strategic plan for programs/ activities											*	
	5.1.2 SSR Preparation for NAAC accreditation	*						*					
	5.1.3 Preparation of recruitment and promotion policy							*					*
	5.1.4 Document preparation for decentralization of powers								*				*
	5.1.5 Budget preparation and approval											*	
	5.1.6 Budget review	*			*			*				*	



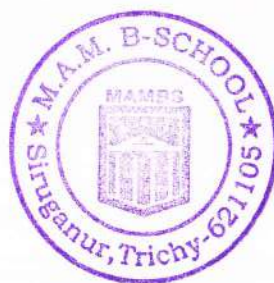
GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
5.2 Institutional Level programs	5.2.1 Internal audit						*						*
	5.2.2 Farewell to final years	*											
	5.2.3 Graduation Day						*						
	5.2.4 Sports day											*	
	5.2.5 Hostel Day					*							
	5.2.6 College Day				*								
	5.2.7 Alumni meet						*						
	5.2.8 Women's Day										*		
	5.2.9 Chef Day						*						
	5.2.10 Pooja Celebration Day					*							
	5.2.11 Christmas/New Year Celebration							*					
	5.2.12 Pongal Celebration								*				
	5.2.13 Republic Day/ Independence Day									*			



GOALS	OBJECTIVES	PERIOD: 2021-22											
		J	J	A	S	O	N	D	J	F	M	A	M
5.3 Institution level Meetings	5.3.1 Governing body meeting	*						*					
	5.3.2 Grievance and redressal meeting					*					*		
5.4 Maintenance and safety checks	5.4.1 Checks for electrical installations	*	*	*	*	*	*	*	*	*	*	*	*
	5.4.2 Getting safety certificate for firefighting facilities						*				*		
	5.4.3 Civil maintenance		*		*		*		*		*		*
5.5 Recruitment measures	5.5.1 Evolving manpower requirement	*						*					
	5.5.2 Advertisement in news papers	*						*					
	5.5.3 Interviews process and appointment	*						*					
5.6 Publications	5.6.1 Student year book (Diary)	*											
	5.6.2 College newsletter	*											



GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
5.7 Admission Activities	5.7.1 Revision of Fees/New Course / Commission Amt/SQ	*												
	5.7.2 Leaflet Preparation	*												
	5.7.3 Application forms PG Hostel	*												
	5.7.4 Advertisement Plan/Material/Flex/Fair	*												
	5.7.5 Calendar/Diary						*							
	5.7.6 Prospectus Preparation						*							



WORK PLAN – 6

THRUST AREA: 6.0 Extra Curricular Activities

GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
6.1 Club & Cells activities	6.1.1 Yi Club Programs			*	*						*	*	*	
	6.1.2 Installing Thanneer Club				*									
	6.1.3 ExNoRa Club programs			*	*					*	*			
	6.1.4 JAYCEE Club Programs			*	*					*	*			
	6.1.5 Starting Women Empowerment cell			*	*									
6.2 Sports Activities	6.2.1 Inter-Department tournament				*									
6.3 Social Activities	6.3.1 YRC Programs			*	*					*	*			



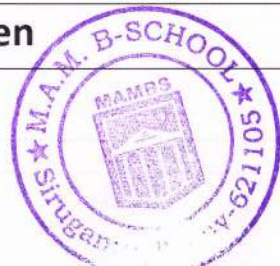
WORK PLAN – 7


THRUST AREA: 7.0 Infrastructure Development

GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
7.1 Library	7.1.1 Putting up proposal for book, journals and digital library material													*
7.2 Computer related	7.2.1 Putting up proposal for New Computers for lab													*
	7.2.2 Intercom for all Departments													*
7.3 Medical Related	7.3.1 Putting up proposal for a Health Care Centre													*
7.4 Sports Facilities	7.4.1 Ground preparation									*				
	7.4.2 Proposal for Gymnasium													*



GOALS	OBJECTIVES	PERIOD: 2021-22												
		J	J	A	S	O	N	D	J	F	M	A	M	
7.5 New Auditorium	7.5.1 Proposal for New Auditorium													*
7.6 New Academic Blocks	7.6.1 Staff Cubicles													*
	7.6.2 Lab Infra													*
	7.6.3 Printers & Scanners													*
	7.6.4 Office													*
	7.6.5 Water Doctor facility													*
	7.6.6 Rest Room													*
	7.6.7 Prayer Room													*
	7.6.8 Conference Hall													*
	7.6.9 Dining Hall													*
	7.6.10 Class rooms													*
	7.6.11 Facelift													*
	7.6.12 Lift Maintenance													*
	7.6.13 Library Hall													*
	7.6.14 Canteen													*




DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105



M.A.M B SCHOOL
Siruganur- Trichy-621105
(Approved by AICTE, Affiliated to Anna University, Chennai)




INSTITUTIONAL STRATEGIC PLAN



STRATEGIC PLAN

2022-23




DIRECTOR
M.A.M. B-SCHOOL
Siruganur, Trichy-621105

STRATEGIC THRUST AREAS

1.0	Academic Excellence
2.0	Human Resource Development
3.0	Research & Development and Consultancy
4.0	Empowerment for Employment and Career Growth
5.0	Institutional Level Programs/ Activities
6.0	Extra-Curricular Activities
7.0	Infrastructure Development



WORK PLAN – 1

THRUST AREA: 1.0 Academic Excellence

GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
1.1 Planning and monitoring system	1.1.1 Increase in intake 120 to 180	*											
	1.1.2 Academic calendar preparation	*						*					
	1.1.3 Timetable preparation	*						*					
	1.1.4 Work load allocation	*						*					
	1.1.5 Introduction of Business Analytics and Logistics Electives.	*											
	1.1.6 Academic Audit (course file, assignment, logbook, work book for labs, Attendance								*				*
	1.1.7 One to one Counseling students in the presence of parents	*								*			
	1.1.8 Class Committee Meeting			*	*							*	*



GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
1.1 Planning and monitoring system	1.1.9 Feedback Collection Meeting: OBE related and course coordinator meeting					*							*	
	1.1.10 CO, PO calculation							*						*
	1.1.11 Preparation of Action Taken Report				*					*		*		
	1.1.12 Assignment Planning	*								*				
	1.1.13 Monthly/Semester Consolidated Attendance	*						*						
	1.1.14 Internals I & II, Model Timetable Preparation	*						*						
	1.1.15 QB Preparation, Notes Preparation	*						*						
	1.1.16 Internals I & II, Models Q. Paper Preparation													
	1.1.17 Internals I & II, Models Marks consolidated to be sent to Parents				*	*	*				*	*	*	



GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
1.1 Planning and monitoring system	1.1.18 Odd Semester Result Analysis (To Director/ Parents)	*								*			
	1.1.19 Updating of Student Record (Mentor Mentee System Updating)			*			*						
	1.1.20 No due Forms, TC and Conduct Certificate for Outgoing students	*											
1.2 Feedback system	1.2.1 Student feedback – Infrastructure and corrective measures of feedback		*										
	1.2.2 Feedback from parents	*								*			
	1.2.3 Feedback from Alumni and industry		*										
	1.2.4 HOD's feedback on the faculty performance								*				*
	1.2.5 Self Appraisal of Faculty	*	*	*	*	*	*	*	*	*	*	*	*



GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
1.3 Standardization	1.3.1 Preparing Question Bank and loading the same on college website	*						*					
	1.3.2 Preparing Work Book for labs	*						*					
	1.3.3 Preparing Lab manual	*						*					
	1.3.4 Preparation of Class Notes/Study Material	*						*					
	1.3.5 Stock Verification			*			*				*		*
1.4 Bridge Courses	1.4.1 For First Year Students		*	*									
	1.4.2 Seminars, Guest Lectures, Workshops	*	*	*	*	*	*	*	*	*	*	*	*
	1.4.3 Industrial Visits				*	*							
	1.4.4 Skill Development Programmes				*						*		
	1.4.5 Student Association Activities	*	*	*	*	*	*	*	*	*	*	*	*
1.5 Professional Society Related	1.5.1 NAAC Related Activities	*	*	*	*	*	*	*	*	*	*	*	*



WORK PLAN – 2

THRUST AREA: 2.0 Human Resource Development

GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.1 HRD Faculty	2.1.1 Orientation program for new faculty (for faculty to understand MAM-B School culture)	*								*				
	2.1.2 Training on Scientific Teaching methodology		*							*				
	2.1.3 Faculty Development program: OBE, Research Proposal Writing	*								*				
	2.1.4 Training on Mentoring the Mentors Program	*								*				
	2.1.5 Faculty as Resource Person Programme		*								*			



GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.2 HRD Student	2.2.1 Workshop /Conference/seminar		*	*	*	*	*				*	*	*	
	2.2.2 Career guidance program for higher studies							*	*					
	2.2.3 Women Empowerment program						*	*						
	2.2.4 Industrial visits						*	*						
	2.2.5 Industrial tours								*			*		
	2.2.6 Program related to personal counseling					*						*		
	2.2.7 Students Orientation program		*											
	2.2.8 Symposiums (Management Meet)											*		



WORK PLAN – 3

THRUST AREA: 3.0 Research & Development and Consultancy

GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
3.1 Research Development	3.1.1 Applying for funded projects						*						
	3.1.2 Registration for PhD						*				*		
	3.1.3 Faculty to Guide Research Scholars							*			*		
	3.1.4 Patents						*				*		
	3.1.5 Arranging training to publish journals						*	*				*	*
	3.1.6 Research Publications of Faculty in Journals						*	*				*	*
	3.1.7 Participation/Paper presentation of Research work by Faculty with students						*					*	
	3.1.8 Book publication						*	*				*	*
	3.1.9 Entrepreneur/ Incubation program			*	*						*	*	
3.2 Consultancy	3.2.1 Applying to start a Soft Skill Centre in campus						*				*		



WORK PLAN – 4

THRUST AREA: 4.0 Empowerment for Employment and Career Growth

GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
4.1 Training	4.1.1 Soft skills, Communication, Personality Training Program					*						*		
	4.1.2 Value added program/Human Excellence course (Yoga)				*						*			
	4.1.3 Training on placement (cover letter, resume, interview, Group discussion etc.,			*							*			
	4.1.4 Inviting industrial experts for expectation sharing					*						*		
	4.1.5 Training for competitive examinations				*					*				
	4.1.6 Training for Entrepreneurship			*						*				
	4.1.7 Training for Higher Education						*							
4.2 Placement	4.2.1 Registration for placement		*											
	4.2.2 Placement – in-campus initiative		*	*	*	*	*	*	*					
	4.2.3 Placement – off-campus initiative				*	*	*	*	*	*	*	*	*	



WORK PLAN – 5

THRUST AREA: 5.0 Institutional Level Programs/activities

GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
5.1 Development system	5.1.1 Preparing a strategic plan for programs/ activities	*						*					
	5.1.2 AQAR Preparation for NAAC accreditation							*					*
	5.1.3 Document preparation for decentralization of powers								*				*
	5.1.4 Budget preparation and approval										*		
	5.1.5 Budget review	*			*			*			*		
5.2 Institutional Level programs.	5.2.1 Internal audit						*						*
	5.2.2 Farewell to final years	*											
	5.2.3 Graduation Day						*						
	5.2.4 Sports day											*	



GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
5.2 Institutional Level programs	5.2.5 Hostel Day					*							
	5.2.6 College Day				*								
	5.2.7 Alumni meet						*						
	5.2.8 Women's Day										*		
	5.2.9 Chef Day						*						
	5.2.10 Pooja Celebration Day					*							
	5.2.11 Christmas/New Year Celebration							*					
	5.2.12 Pongal Celebration								*				
	5.2.13 Republic Day/ Independence Day								*				
5.3 Institution level meetings	5.3.1 Governing body meeting	*						*					
	5.3.2 Grievance and redressal meeting					*					*		



GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
5.4 Maintenance and safety checks	5.4.1 Checks for electrical installations	*	*	*	*	*	*	*	*	*	*	*	*
	5.4.2 Getting safety certificate for firefighting facilities						*					*	
	5.4.3 Civil maintenance		*		*		*		*		*		*
5.5 Recruitment measures	5.5.1 Evolving manpower requirement	*						*					
	5.5.2 Advertisement in news papers	*						*					
	5.5.3 Interviews process and appointment	*						*					
5.6 Publications	5.6.1 Student year book (Diary)	*											
	5.6.2 College newsletter	*											
5.7 Admission Activities	5.7.1 Revision of Fees/New Course/Commission amt/SQ	*											
	5.7.2 Leaflet Preparation	*											
	5.7.3 Application forms PG Hostel	*											



GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
5.7 Admission Activities	5.7.4 Advertisement Plan/Material/Flex/Fair	*												
	5.7.5 Calendar/Diary						*							
	5.7.6 Prospectus Preparation						*							



WORK PLAN – 6

THRUST AREA: 6.0 Extra Curricular Activities

GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
6.1 Club & Cells activities	6.1.1 Yi Club Programs			*	*						*	*	*	
	6.1.2 Installing Thanneer Club			*	*						*	*		
	6.1.3 ExNoRa club programs			*	*						*	*		
	6.1.4 JAYCEE Club Programs			*	*						*	*		
	6.1.5 Gender Club			*	*						*	*		
	6.1.6 Installing Women Empowerment cell			*	*						*	*		
	6.1.7 POSH. Cell			*	*						*	*		
6.2 Sports Activities	6.2.1 Inter-Department tournament				*									
6.3 Social Activities	6.3.1 YRC Programs			*	*						*	*		



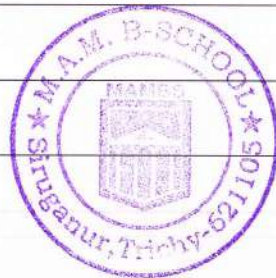
WORK PLAN – 7


THRUST AREA: 7.0 Infrastructure Development

GOALS	OBJECTIVES	PERIOD: 2022-23												
		J	J	A	S	O	N	D	J	F	M	A	M	
7.1 Library	7.1.1 Putting up proposal for book, journals and digital library material													*
7.2 Computer related	7.2.1 Putting up proposal for New Computers for lab													*
	7.2.2 Intercom for all Departments													*
7.3 Medical Related	7.3.1 Putting up proposal for a Health Care Centre													*
7.4 Sports Facilities	7.4.1 Ground preparation									*				
	7.4.2 Proposal for Gymnasium													*
7.5 New Auditorium	7.5.1 Proposal for New Auditorium													*



GOALS	OBJECTIVES	PERIOD: 2022-23											
		J	J	A	S	O	N	D	J	F	M	A	M
7.6 New Academic Blocks	7.6.1 Staff Cubicles												*
	7.6.2 Lab Infra												*
	7.6.3 Printers & Scanners												*
	7.6.4 Office												*
	7.6.5 Water Doctor facility												*
	7.6.6 Rest Room												*
	7.6.7 Prayer Room												*
	7.6.8 Conference Hall												*
	7.6.9 Dining Hall												*
	7.6.10 Class rooms												*
	7.6.11 Facelift												*
	7.6.12 Lift Maintenance												*
	7.6.13 Library Hall												*
	7.6.14 Canteen												*




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STRATEGIC PLAN

2023-24




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STRATEGIC THRUST AREAS

1.0	Academic Excellence
2.0	Human Resource Development
3.0	Research & Development and Consultancy
4.0	Empowerment for Employment and Career Growth
5.0	Institutional Level Programs/ Activities
6.0	Extra-Curricular Activities
7.0	Infrastructure Development



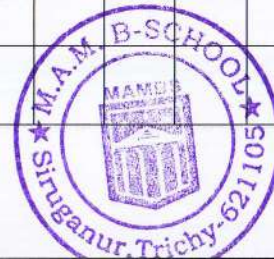
WORK PLAN – 1

THRUST AREA: 1.0 Academic Excellence

GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
1.1 Planning and monitoring system	1.1.1 Academic calendar preparation	*						*					
	1.1.2 Timetable preparation	*						*					
	1.1.3 Work load allocation	*						*					
	1.1.4 Academic Audit (course file, assignment, logbook, work book for labs, Attendance							*					*
	1.1.5 One to one Counseling students in the presence of parents	*							*				
	1.1.6 Class Committee Meeting			*	*						*	*	
	1.1.7 Feedback Collection Meeting: OBE related and course coordinator meeting					*						*	
	1.1.8 CO, PO calculation							*					*
	1.1.9 Preparation of Action Taken Report				*					*		*	
	1.1.10 Assignment Planning	*								*			



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
1.1 Planning and monitoring system	1.1.11 Monthly/Semester Consolidated Attendance	*						*					
	1.1.12 Internals I & II, Model Timetable Preparation	*						*					
	1.1.13 QB Preparation, Notes Preparation	*						*					
	1.1.14 Internals I & II, Models Q. Paper Preparation												
	1.1.15 Internals I & II, Models Marks consolidated to be sent to Parents			*	*	*				*	*	*	
	1.1.16 Odd Semester Result Analysis (To Director/ Parents)	*							*				
	1.1.17 Updating of Student Record (Mentor Mentee System Updating)			*			*						
	1.1.18 No due Forms, TC and Conduct Certificate for Outgoing students	*											
1.2 Feedback system	1.2.1 Student feedback – Infrastructure and corrective measures of feedback		*										
	1.2.2 Feedback from parents	*							*				



GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
	1.2.3 Feedback from Alumni and industry		*											
	1.2.4 HOD's feedback on the faculty performance								*					*
	1.2.5 Self Appraisal of Faculty	*	*	*	*	*	*	*	*	*	*	*	*	*
1.3 Standardization	1.3.1 Preparing Question Bank and loading the same on college website	*							*					
	1.3.2 Preparing Work Book for labs	*							*					
	1.3.3 Preparing Lab manual	*							*					
	1.3.4 Preparation of Class Notes/Study Material	*							*					
	1.3.5 Stock Verification			*				*				*		*
1.4 Bridge Courses	1.4.1 For First Year Students		*	*										
	1.4.2 Seminars, Guest Lectures, Workshops	*	*	*	*	*	*	*	*	*	*	*	*	*
	1.4.3 Industrial Visits				*	*								



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
1.4 Bridge Courses	1.4.4 Skill Development Programmes				*						*		
	1.4.5 Student Association Activities	*	*	*	*	*	*	*	*	*	*	*	*
1.5 Professional Society Related	1.5.1 NAAC Related Activities	*	*	*	*	*	*	*	*	*	*	*	*



WORK PLAN – 2

THRUST AREA: 2.0 Human Resource Development

GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.1 HRD Faculty	2.1.1 Orientation program for new faculty (for faculty to understand MAM-B School culture)	*								*				
	2.1.2 Training on Scientific Teaching methodology		*							*				
	2.1.3 Faculty Development program: OBE, Research Proposal Writing	*								*				
	2.1.4 Training on Mentoring the Mentors Program	*								*				
	2.1.5 Faculty as Resource Person Programme		*								*			
2.2 HRD Student	2.2.1 Workshop /Conference/seminar		*	*	*	*	*			*	*	*		
	2.2.2 Career guidance program for higher studies							*	*					



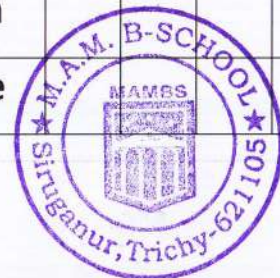
GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.2 HRD Student	2.2.3 Women Empowerment program						*	*						
	2.2.4 Industrial visits						*	*						
	2.2.5 Industrial tours								*			*		
	2.2.6 Program related to personal counseling					*						*		
	2.2.7 Students Orientation program		*											
	2.2.8 Symposiums (Management Meet)											*		



WORK PLAN – 3

THRUST AREA: 3.0 Research & Development and Consultancy

GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
3.1 Research Development	3.1.1 Applying for funded projects						*							
	3.1.2 Registration for PhD						*				*			
	3.1.3 Faculty to Guide Research Scholars							*			*			
	3.1.4 Patents						*				*			
	3.1.5 Arranging training to publish journals						*	*				*	*	
	3.1.6 Research Publications of Faculty in Journals						*	*				*	*	
	3.1.7 Participation/Paper presentation of Research work by Faculty with students						*					*		
	3.1.8 Book publication						*	*				*	*	
	3.1.9 Entrepreneur/ Incubation program													
3.2 Consultancy	3.2.1 Applying to start a Soft Skill Centre						*				*			



WORK PLAN – 4

THRUST AREA: 4.0 Empowerment for Employment and Career Growth

GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
4.1 Training	4.1.1 Soft skills, Communication, Personality Training Program					*						*	
	4.1.2 Value added program/Human Excellence course (Yoga)				*						*		
	4.1.3 Training on placement: cover letter, resume, interview, Group discussion (FOCUSED PLACEMENT TRAINING)			*	*								
	4.1.4 Inviting industrial experts for expectation sharing					*						*	
	4.1.5 Training for competitive examinations				*					*			
	4.1.6 Training for Entrepreneurship			*						*			
	4.1.7 Training for Higher Education						*						



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
4.2 Placement	4.2.1 Registration for placement		*										
	4.2.2 Placement – in-campus initiative		*	*	*	*	*	*	*				
	4.2.3 Placement – off-campus initiative				*	*	*	*	*	*	*	*	*



WORK PLAN – 5

THRUST AREA: 5.0 Institutional Level Programs/activities

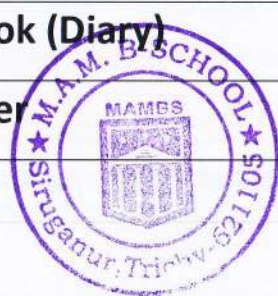
GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
5.1 Development system	5.1.1 Preparing a strategic plan for programs/ activities	*						*					
	5.1.2 AQAR Preparation & Submission for NAAC accreditation							*					*
	5.1.3 Revision of Recruitment and Promotion Policy							*					*
	5.1.4 Document preparation for decentralization of powers								*				*
	5.1.5 Budget preparation and approval											*	
	5.1.5 Budget review	*			*			*				*	



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
5.2 Institutional Level programs	5.2.1 Internal audit						*						*
	5.2.2 Farewell to final years	*											
	5.2.3 Graduation Day						*						
	5.2.4 Sports day											*	
	5.2.5 Hostel Day					*							
	5.2.6 College Day				*								
	5.2.7 Alumni meet						*						
	5.2.8 Women's Day										*		
	5.2.9 Chef Day						*						
	5.2.10 Pooja Celebration Day					*							
	5.2.11 Christmas/New Year Celebration							*					
	5.2.12 Pongal Celebration								*				
	5.2.13 Republic Day/ Independence Day									*			



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
5.3 Institution level meetings	5.3.1 Governing body meeting	*						*					
	5.3.2 Grievance and redressal meeting					*					*		
5.4 Maintenanc e and safety checks	5.4.1 Checks for electrical installations	*	*	*	*	*	*	*	*	*	*	*	*
	5.4.2 Getting safety certificate for firefighting facilities						*					*	
	5.4.3 Civil maintenance		*		*		*		*		*		*
5.5 Recruitment measures	5.5.1 Evolving manpower requirement	*						*					
	5.5.2 Advertisement in news papers	*						*					
	5.5.3 Interviews process and appointment	*						*					
5.6 Publications	5.6.1 Student year book (Diary)	*											
	5.6.2 College newsletter	*											



GOALS	OBJECTIVES	PERIOD: 2023-24											
		J	J	A	S	O	N	D	J	F	M	A	M
5.7 Admission Activities	5.7.1 Revision of Fees/New Course/Commission amt/SQ	*											
	5.7.2 Leaflet Preparation	*											
	5.7.3 Application forms PG Hostel	*											
	5.7.4 Advertisement Plan/Material/Flex/Fair	*											
	5.7.5 Calendar/Diary						*						
	5.7.6 Prospectus Preparation						*						



WORK PLAN – 6

THRUST AREA: 6.0 Extra Curricular Activities

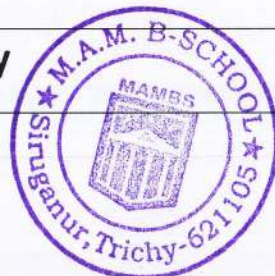
GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
6.1 Clubs & Cells activities	6.1.1 Yi Club Programs			*	*						*	*	*	
	6.1.2 Installing Thanneer Club			*	*						*	*		
	6.1.3 ExNoRa club programs			*	*						*	*		
	6.1.4 JAYCEE Club Programs			*	*						*	*		
	6.1.5 Gender Club			*	*						*	*		
	6.1.6 Installing Women Empowerment cell and Activities			*	*						*	*		
	6.1.7 POSH Cell			*	*						*	*		
6.2 Sports Activities	6.2.1 Inter-Department tournament				*									
6.3 Social Activities	6.3.1 YRC Programs			*	*						*	*		




WORK PLAN – 7

THRUST AREA: 7.0 Infrastructure Development

GOALS	OBJECTIVES	PERIOD: 2023-24												
		J	J	A	S	O	N	D	J	F	M	A	M	
7.1 Library	7.1.1 Increase in number of Digital Library System									*				
	7.1.2 Increase in number of general management books									*				
7.2 Computer related	7.2.1 Lab maintenance and Systems Service									*				
7.3 Sports Facilities	7.3.1 Additional Outdoor Sports Equipments									*				
7.4 New Academic Blocks	7.4.1 Staff Cubicles									*				
	7.4.2 Lab Infra									*				
	7.4.3 Printers & Scanners									*				
	7.4.4 Pantry									*				




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STRATEGIC PLAN

2024-25




DIRECTOR
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STRATEGIC THRUST AREAS

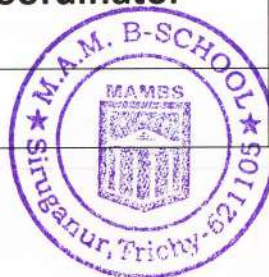
1.0	Academic Excellence
2.0	Human Resource Development
3.0	Research & Development and Consultancy
4.0	Empowerment for Employment and Career Growth
5.0	Institutional Level Programs/ Activities
6.0	Extra-Curricular Activities
7.0	Infrastructure Development



WORK PLAN – 1

THRUST AREA: 1.0 Academic Excellence

GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
1.1 Planning and monitoring system	1.1.1 Increase in intake from 180 to 240	*												
	1.1.2 Academic calendar preparation	*						*						
	1.1.3 Timetable preparation	*						*						
	1.1.4 Work load allocation	*						*						
	1.1.5 Academic Audit (course file, assignment, logbook, work book for labs, Attendance							*						*
	1.1.6 One to one Counseling students in the presence of parents	*								*				
	1.1.7 Class Committee Meeting			*	*							*	*	
	1.1.8 Feedback Collection Meeting: OBE related and course coordinator meeting						*						*	
	1.1.9 CO, PO calculation								*					*



GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
1.1 Planning and monitoring system	1.1.10 Preparation of Action Taken Report				*						*		*	
	1.1.11 Assignment Planning	*									*			
	1.1.12 Monthly/Semester Consolidated Attendance	*							*					
	1.1.13 Internals I & II, Model Timetable Preparation	*							*					
	1.1.14 QB Preparation, Notes Preparation	*							*					
	1.1.15 Internals I & II, Models Q. Paper Preparation													
	1.1.16 Internals I & II, Models Marks consolidated to be sent to Parents			*	*	*					*	*	*	
	1.1.17 Odd Semester Result Analysis (To Director/ Parents)	*								*				
	1.1.18 Updating of Student Record (Mentor Mentee System Updating)			*				*						
	1.1.19 No due Forms, TC and Conduct Certificate for Outgoing students	*												



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
1.2 Feedback system	1.2.1 Student feedback – Infrastructure and corrective measures of feedback		*										
	1.2.2 Feedback from parents	*							*				
	1.2.3 Feedback from Alumni and industry		*										
	1.2.4 HOD's feedback on the faculty performance							*					*
	1.2.5 Self Appraisal of Faculty	*	*	*	*	*	*	*	*	*	*	*	*
1.3 Standardization	1.3.1 Preparing Question Bank and loading the same on college website	*						*					
	1.3.2 Preparing Work Book for labs	*						*					
	1.3.3 Preparing Lab manual	*						*					
	1.3.4 Preparation of Class Notes/Study Material	*						*					
	1.3.5 Stock Verification			*			*				*		*



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
1.4 Bridge Courses	1.4.1 For First Year Students		*	*									
	1.4.2 Seminars, Guest Lectures, Workshops	*	*	*	*	*	*	*	*	*	*	*	*
	1.4.3 Industrial Visits				*	*							
	1.4.4 Skill Development Programmes				*						*		
	1.4.5 Student Association Activities	*	*	*	*	*	*	*	*	*	*	*	*
1.5 Professional Society Related	1.5.1 NAAC Related Activities	*	*	*	*	*	*	*	*	*	*	*	*



WORK PLAN – 2

THRUST AREA: 2.0 Human Resource Development

GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.1 HRD Faculty	2.1.1 Orientation program for new faculty (for faculty to understand MAM-B School culture)	*								*				
	2.1.2 Training on Scientific Teaching methodology		*							*				
	2.1.3 Faculty Development program: OBE, Research Proposal Writing	*								*				
	2.1.4 Training on Mentoring the Mentors Program	*								*				
	2.1.5 Faculty as Resource Person Programme		*								*			



GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
2.2 HRD Student	2.2.1 Workshop /Conference/seminar		*	*	*	*	*				*	*	*	
	2.2.2 Career guidance program for higher studies								*	*				
	2.2.3 Women Empowerment program						*	*						
	2.2.4 Industrial visits						*	*						
	2.2.5 Industrial tours								*				*	
	2.2.6 Program related to personal counseling					*							*	
	2.2.7 Students Orientation program		*											
	2.2.8 Symposiums (Management Meet)											*		



WORK PLAN – 3

THRUST AREA: 3.0 Research & Development and Consultancy

GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
3.1 Research Development	3.1.1 Applying for funded projects						*						
	3.1.2 Registration for PhD						*				*		
	3.1.3 Faculty to Guide Research Scholars							*			*		
	3.1.4 Patents						*				*		
	3.1.5 Arranging training to publish journals						*	*				*	*
	3.1.6 Research Publications of Faculty in Journals						*	*				*	*
	3.1.7 Participation/Paper presentation of Research work by Faculty with students						*					*	
	3.1.8 Book publication						*	*				*	*
	3.1.9 Entrepreneurial focus and establish Incubation Centre				*								
3.2 Consultancy	3.2.1 Applying to start a Soft Skill Centre in campus						*				*		



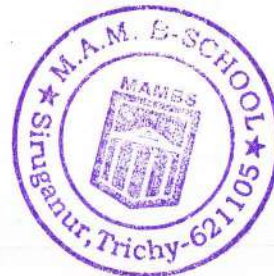
WORK PLAN – 4

THRUST AREA: 4.0 Empowerment for Employment and Career Growth

GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
4.1 Training	4.1.1 Soft skills, Communication, Personality Training Program					*							*	
	4.1.2 Value added program/Human Excellence course (Yoga)				*							*		
	4.1.3 Training on placement: cover letter, resume, interview, Group discussion			*	*									
	4.1.4 Inviting industrial experts for expectation sharing					*							*	
	4.1.5 Training for competitive examinations				*						*			
	4.1.6 Training for Entrepreneurship			*							*			
	4.1.7 Training for Higher Education							*						



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
4.2 Placement	4.2.1 Registration for placement		*										
	4.2.2 Placement – in-campus initiative <ul style="list-style-type: none"> • 10% of students placed with CTC of Rs.8 Lakhs & above. • 30% of students placed with CTC of Rs.5 Lakhs & above. • 40% of students placed with CTC of Rs.3 Lakhs to Rs. 5 Lakhs. • 20% of students placed with CTC of less than Rs.3 Lakhs. 												
	4.2.3 Placement – off-campus initiative				*	*	*	*	*	*	*	*	*



WORK PLAN – 5

THRUST AREA: 5.0 Institutional Level Programs/activities

GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
5.1 Development system	5.1.1 Preparing a strategic plan for programs/ activities	*						*					
	5.1.2 AQAR Preparation & Submission for NAAC accreditation							*					*
	5.1.3 Document preparation for decentralization of powers								*				*
	5.1.4 Budget preparation and approval										*		
	5.1.5 Budget review	*			*			*			*		
5.2 Institutional Level programs	5.2.1 Internal audit						*						*
	5.2.2 Farewell to final years	*											
	5.2.3 Graduation Day						*						
	5.2.4 Sports day											*	



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
5.2 Institutional Level programs	5.2.5 Hostel Day					*							
	5.2.6 College Day				*								
	5.2.7 Alumni meet						*						
	5.2.8 Women's Day										*		
	5.2.9 Chef Day						*						
	5.2.10 Pooja Celebration Day					*							
	5.2.11 Christmas/New Year Celebration							*					
	5.2.12 Pongal Celebration								*				
	5.2.13 Republic Day/ Independence Day								*				
	5.3 Institution level meetings	5.3.1 Governing body meeting	*							*			
5.3.2 Grievance and redressal meeting						*					*		



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
5.4 Maintenance and safety checks	5.4.1 Checks for electrical installations	*	*	*	*	*	*	*	*	*	*	*	*
	5.4.2 Getting safety certificate for firefighting facilities						*					*	
	5.4.3 Civil maintenance		*		*		*		*		*		*
5.5 Recruitment measures	5.5.1 Evolving manpower requirement	*						*					
	5.5.2 Advertisement in news papers	*						*					
	5.5.3 Interviews process and appointment	*						*					
5.6 Publications	5.6.1 Student year book (Diary)	*											
	5.6.2 College newsletter	*											
5.7 Admission Activities	5.7.1 Revision of Fees/New Course/Commission amt/SQ	*											
	5.7.2 Leaflet Preparation	*											



GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
5.7 Admission Activities	5.7.3 Application forms PG Hostel	*											
	5.7.4 Advertisement Plan/Material/Flex/Fair	*											
	5.7.5 Calendar/Diary						*						
	5.7.6 Prospectus Preparation						*						



WORK PLAN – 6

THRUST AREA: 6.0 Extra Curricular Activities

GOALS	OBJECTIVES	PERIOD: 2024-25												
		J	J	A	S	O	N	D	J	F	M	A	M	
6.1 Clubs & Cells activities	6.1.1 Yi Club Programs			*	*						*	*	*	
	6.1.2 Installing Thanneer Club			*	*						*	*		
	6.1.3 ExNoRa club programs			*	*						*	*		
	6.1.4 JAYCEE Club Programs			*	*						*	*		
	6.1.5 Gender Club			*	*						*	*		
	6.1.6 Installing Women Empowerment cell and Activities			*	*						*	*		
	6.1.7 POSH Cell			*	*						*	*		
6.2 Sports Activities	6.2.1 Inter-Department tournament				*									
6.3 Social Activities	6.3.1 YRC Programs			*	*						*	*		




WORK PLAN - 7

THRUST AREA: 7.0 Infrastructure Development

GOALS	OBJECTIVES	PERIOD: 2024-25											
		J	J	A	S	O	N	D	J	F	M	A	M
7.1 Library	7.1.1 Department Library and Central Library								*				
	7.1.2 Increase in number of books, journals, magazines volumes								*				
7.2 Computer related	7.2.1 Additional computer Systems								*				
7.3 Sports Facilities	7.3.1 Indoor Stadiums								*				
7.4 New Academic Blocks	7.4.1 Staff Cubicles								*				
	7.4.2 Lab Infra								*				
	7.4.3 Printers & Scanners								*				
	7.4.4 Canteen								*				




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