

Matrusri Engineering College

(Sponsored by Matrusri Education Society)

(Affiliated to Osmania University and approved by AICTE)



Human Resources Policy

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Introduction

The Institution has an excellent advisory board of professionals from various fields i.e, engineers, doctors, lawyers, financial experts and well experienced administrators with a commitment of guiding the Institute towards imparting quality technical education.

Vision

To be a premier academic institution striving continuously for excellence in technical education, research and technological services to the nation.

Mission

- To recognize and make quality Engineering education available to the society.
- To create a community of learning in which students acquire knowledge and apply them professionally with society concern.
- To prepare for life-long learning to meet intellectual and career challenges.
- To promote professional ethics, leadership qualities and social challenges.
- To maintain research environment with an opportunity to create, apply and disseminate knowledge to need of society and the industry.

Guidance

The Institution is well functioning as per the policies, procedures and terms and conditions as laid down by Osmania University, AICTE and State Govt. for implementation of policies and requirements of Apex Educational Bodies, Human Resources. The Institution has formed systematic administrative bodies to guide and advise on various HR matters. To maintain a smooth and cordial relationship between employer and employee the Institute framed service rules and regulations which are amended from time to time. The same is distributed to all the staff of the college as a booklet.

Human Resource Policy

- a) Assessing man power requirements, type of employment, job profiles, selection methods, evaluation of appraisals and merits, framing guidelines for recruitment, probation, regularization, promotions, internal transfers, superannuation, terminations and re-employment.
- b) Assessment of man power requirement for teaching and non-teaching in the departments and administrative staff separately at the beginning of the academic year for the new posts created, vacancies arise due to turnover of employees, expansion of the institution and to maintain adequate manpower cadre strength, staff and students ratio etc..
- c) Selection of employees for various positions through various methods such as invitation for higher grade jobs and conducting open and walk-in-interviews for middle and lower grade positions.
- d) Evaluating a systematic methods and techniques to recognize the talent, skill, performance, abilities, adaptability to changes in the working methods and required to render qualitative service for the development of the institution.
- e) Enlightening the staff about latest advance methods of technology and educating how to utilize the available resources to work effectively to achieve results and goals.
- f) Creating clear cut policies for upward and downward communications to the extent feasible and a well organized management information system.
- g) Encouraging the employees to come up with their new ideas, best talent and skills to contribute for personal and overall development of institution by paving ways to utilize the opportunities.
- h) Making employees members in various professional bodies like IETE, ISTE, IEEE, CSI etc. and making them partners in global development activities.

Objectives

Within the frame work of the above policy as indicated above, the following important objectives are visualized.

1. To recruit and retain best talent available and also to foster their development
2. To develop fair system of appraisal and advice on the provision of work satisfaction through fair treatment and opportunities for constructive work.
3. To advise and assist on the provisions of facilities and decent working conditions for employees.
4. To secure fair emoluments for employees commensurate with their performance and resources of the Institution
5. To obtain constructive and achievement oriented employee relations with the employer.
6. To create working atmosphere to subdue personal traits and work freely without hindrance of abilities

Manpower Planning

Assessing manpower needs and identify locations where recruitments to be made.

- a) Defining job in terms of nature of duties, responsibilities, delegation of power, scope to act independently, derogatory powers and reporting to higher authorities etc.
- b) Classification of job in terms of teaching and non-teaching, technical and non-technical, professional and clerical nature, emergency based and ordinary jobs and under other categories.
- c) Selecting required man power through Recruitment and Selection policies and procedures.
- d) Hiring manpower for Security, Housekeeping, Gardening, Transportation and Canteen etc. on contract basis through recognized outsourcing agencies.

Recruitment and Selection

To define the nature of appointment i.e., Temporary / Regular/ Contract/ Ad-hoc.

- a) To fill the vacancies for the various positions of Teaching and Non-teaching by open advertisement, by an invitation, referral method and selection by promotion policy.
- b) Issuance of Application with all information required of the candidate in terms of personal data, academic and technical qualifications, experience etc.,
- c) Selection made by duly constituted Selection Committee which has University Experts in the subject, office bearers of the society as required under Statute. Methods adopted for selection is generally through a written test, class room demonstration, screening test and oral interviews conduct by the selection committee.
- d) Offering higher positions to the professionals from industrial and public sectors, research and development labs to utilize their valuable experience for the development of the institution.

Training & Development

Every Employee of the college will be given best opportunity to the extent feasible for development of his/her qualification, skills, career, abilities to bear the responsibility, accountability and other essentials required.

- a) Enlighting the staff about the resources available inside and outside the campus, procedures to utilize the resources through proper channel.
- b) Motivating and creating confidence to learn and adopt new methods of technology and implement in their working areas to get effective results.
- c) Inspiring the staff to innovate for improvement of existing methods, find solutions for problems arise in implementation by providing internal and external program based trainings and on job and off job trainings.

Development Programme Facilities

Chalk out a periodical programme for betterment and advancement of individual performance as well as group evaluation through training and experience.

- a) Implementing a continuous process of review through the test based programmes and suggesting for more betterment in consultation with professionals and peers.
- b) A process of appreciation and suggestion from top management/Peers
- c) Adequate development exposures (a) External – Orientation / refresher courses at University and other Educational Institutions of higher learning (b) Seminars at Educational Institutions and Professional /Technical bodies. **Internal** - through delegation, promotions, transfers and job rotation.

Promotion Policy

- a) Evaluation of promotion policies, procedure and methods for need based seniority based and merit based promotion system.
- b) Promotions are mainly based on performance, responsibility, accountability and sincerity in attending assigned jobs.
- c) Sanctioning of additional increments in appreciation of performance and other merit points.
- d) Making a clear cut policy about promotion such as minimum period in each stage, grade, eligibility criteria etc.
- e) Providing temporary opportunities to work in higher positions acquaint with work.
- f) Implementation of career advancement scheme for teaching and automatic advance increment scheme for non-teaching effectively.
- g) Providing opportunities for publication of books and papers and to do research work to make the staff eligible to be promoted to higher post.

Employee Turnover

- a) Superannuation
- b) Resignation
- c) Decease of an employee
- d) Transfer to any other institution sponsored by the Society
- e) Termination by suspension or Dismissal.

Performance Appraisals

- a) Self Appraisal System – Consisting of academic performance, additional responsibilities, research contribution and etc.
- b) PBAS API Scores
- c) Confidential Reports

Objectives of Appraisals

- a) Appraisal for betterment of an employee performance
- b) Appraisal to motivate employee to develop his/her performance as to be matching with the job requirement.
- c) Result based appraisal at a periodical review of performance.
- d) To encourage employees with good performance to develop competency.
- e) While appraising merits of the employee at the same time identifying and communicating drawbacks and giving suggestions to cover them.

Salary Administration

- a) Implementation of Govt. recommended pay scales to the regularized employees and prescribed salaries as per college rules in case of contract and Ad hoc employees.
- b) Implementation of pay scales recommended by the University Grants Commission for teaching staff and State Govt. salaries for non-teaching staff.
- c) Consolidated salary will be paid to Temporary/Employees on Probationary with a fixed enhancement every year based on performance of the employee.
- d) Salary means basic pay with DA & HRA and AGP and other emoluments if any as per the Govt. pay scales and as per Institution rules and norms.
- e) DA will change as per state Govt. G.Os from time to time and revision of pay scales by the Govt.
- f) It is at discretion of the Management to revise pay structure as and when required and re-fix salary of any employee based on his/her individual performance, conduct and job requirements.

Employees benefits and Social Security

- a) All regular employees of the institution are entitled for casual leave, special casual leave, earned leave, medical leave, maternity leave & study leave etc., as per the college service rules and regulations.
- b) Enrollment of employee in Provident Fund & Pension Scheme organized by Employees' Provident Fund Organization (EPFO).
- c) Enrollment of employee in Employees' state insurance Corporation governed by ESIC.
- d) Payment of Gratuity on retirement as per Payment of Gratuity Act.
- e) Encashment of earned leave.
- f) Allowing concessions in fee for the wards of the employees studying in the institution.
- g) Festival Advance to non-teaching staff once in every year.
- h) Accidental Insurance coverage to all employees of the institution.
- i) Encourage employees to participate in the events conducted in and outside the college to exhibit their talent and skills.

Grievance Mechanism

The institution has equal and impartial concern to protect and safe guard interests of each and every employee. The institution has a fine tuned mechanism to satisfy each and every employee within the purview of staff rules and regulations in permitted areas. Nevertheless if any employee feels that he has not accommodated suitably in the job or not compensated suitably, he may raise a grievance and seek redressal. He/she will submit complaint to immediate superior officer. In case if he/she failed to get response within 3 days from the date of complaint made, he/she will approach Head of the Department and submit a copy of a complaint which acknowledge by the superior. HOD will take up the case, inquire into the matters and find a solution within 7 days and communicated to the employee. If HOD cannot find a solution for the grievance within 7 working days or solution arrived is not satisfactory to the employee then the employee will approach the Principal who is the head of grievances redressal committee constituted by the college. The matter will be taken up for the discussion in the committee and a solution will be arrived. Within time limits the Principal will implement the decision taken by the committee and this is final in the college purview.

Service Rules:

As Matrusri Engineering College sponsored by Matrusri Education Society, the service rules and regulations framed by Matrusri Education Society will be followed by Matrusri Engineering College. Presently the Service Rules & Regulations are made available in the College Website and with the Head of the Departments, Office and Library.

The Book of Service Rules contains Service rules, Service agreements, Conduct rules, duties and responsibilities of Head of the Institution, Head of the Department, of faculty, of employees and Leave Rules.

In detail Service Rules Book speak about recruitments, probation, confirmation and termination, pay and allowances, leave rules, lien, penalties and punishments, retirement, removal, transfers, promotions, appraisals, code of conduct, employees benefits, behavior towards superiors, responsibility, accountability, confidentiality, qualities and other features related to the employment in the institution which can be amended from time to time. Any further changes in Service Rules will be approved by Executive Council of the Society and made available.