



# **MATRUSRI ENGINEERING COLLEGE**

**(Approved by AICTE, New Delhi and Affiliated to Osmania University)**

**(Accredited by NBA)**

**16-1-486, Saidabad, Hyderabad, TS-500 509**

**Sponsored by  
MATRUSRI EDUCATION SOCIETY  
(ESTD – 1980)**



## **HANDBOOK ON POLICY DOCUMENTS**

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## **About College**

Matrusri Engineering College, Saidabad, Hyderabad, Telangana, was established by Matrusri Education Society in 2011 aiming at becoming a pioneer in Technical Education in the private sector. The society was registered in 1980 with a group of farsighted and distinguished engineers, doctors, lawyers, businessmen and administrators as its members with a lofty vision and mission of imparting technical education of highest standards among the students.

The Matrusri Engineering College was instituted by the society in Saidabad campus with an idea of opening an engineering college in the metro. The college offers courses in Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Information Technology and Mechanical Engineering. In all about 600 students take admission per year. The instructional facilities are spacious, and the laboratories are continuously upgraded with state of the art equipment. There are over 100 highly qualified and dedicated faculty. The college is well-equipped with excellent instructional facilities in all branches as well as other amenities. The UG programs in engineering have been accredited by NBA. It is an ISO 9001:2015 certified Institution. About 65% of the students get jobs through campus placements in the top MNC's like Cognizant, Infosys, TCS, Wipro, Capgemini, Deloitte, etc., and reputed core companies. The College has a sophisticated Digital Library and also has an impressive repository of technical reference books, Magazines, National and International Journals catering to the needs of the students and faculty. Students and staff are provided with very good indoor and outdoor sports facilities. A dispensary is provided on the campus for the benefit of students and staff. Every effort is made to ensure that the students are trained in technical skills while inculcating in them a sense of social responsibility, in tune with the vision and mission of the college. All the A-category seats have been filled since the year of inception and the college is one of the most sought after ones for admissions.

## **Chairman's Message**



**Dr. K.P. Srinivas Rao**  
Chairman  
Matrusri Education Society

I am greatly elated and proud of the fact that MEC, the visionary dream of our founder Chairman, Late Sri Maturi Venkata Subba Rao – a modest believer in education whose mission decade ago to transform a small college into a big one has come true. It changed into an institution of glorious past and great future.

Our Institution strongly believes in the wholesome growth of its students and provides them every opportunity and facility to explore their talent. The institution's constant perseverance is to train the students to be optimistic towards life and face challenges that confront them successfully.

**Dr. K. P. Srinivas Rao, MBBS, MS (Ophthalmology), Chairman, MES**

## **Principal's Message**

To accomplish vision and mission of our institution, we also take as much efforts as possible for the growth of academic scenario in our nation, by making education as an effective medium of social transformation and to contribute in shaping modern India in global platform. The aim of our institution is to provide best skills, knowledge, ability, values, and attitude needed for a productive and successful life of every student. Believing hard work, perseverance and dedication are the most important traits in a person that lead to success, the students of MECS are trained to think and develop a capacity to reason out facts.



**Dr. D. Hanumantha Rao**  
M Tech, PhD, FIE

***“Education is not the learning of facts, but the training of the mind to think.”***

**–Albert Einstein**

# **Institute Vision and Mission**

## **Vision**

- To be a premier academic institution striving continuously for excellence in technical education, research and technological service 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 societal concern.
- To prepare for life-long learning to meet intellectual and career challenges.
- To promote professional ethics, leadership qualities and social responsibilities.
- To maintain research environment with an opportunity to create, apply and disseminate knowledge to the needs of society and the industry.

## **Quality Policy**

We strive to be recognized as a centre of excellence and committed to continuously improve the quality of technical education by producing outstanding engineers willing to work to the spirit of challenge and innovation with high ethical and professional standards.

## ***TEACHERS' HANDBOOK ON CODE OF ETHICS AND CONDUCT ALONG WITH STANDARD PROCEDURES***

### **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 advice 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) Enlightening 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.

**The published Service Rules, Policies and Procedures:**

- The College rules, policies and procedures are made available on the college website, in the departments, in the library, etc for perusal of all its employees, students, and other stake holders
- The rules and policies regarding recruitment and promotion are as per AICTE and Osmania University norms, which are also made available on web, in the departments, in the library, etc for perusal.
- Academic regulations of Osmania University to which the college is affiliated are made available to all students for their perusal in hard copy and also placed on the college's web-site.
- Awareness among the employees/students about these rules and procedures is created.

In addition

- The Sixth Pay Commission recommended Pay scales are implemented for faculty ratified by the Osmania University.
- The Telangana State Government's Pay Commission recommended scales are implemented to Non-Teaching Staff.

**Recruitment Procedure:**

Through University Selection Committees for - Professors & Associate Professors:

- The approval of sanction of posts is first taken from the college management and advertisement is released inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national Newspapers. The

same is displayed on the college website.

- The applications of the candidates are sent to the affiliating university for scrutiny of certificates and Academic Performance Indicators (API) Scores.
- The list of candidates eligible for the post of Professor, Associate Professor will be communicated by the university.
- Selection committee duly appointed by the university will conduct the interviews and select candidates.
- The appointment is done after the due approval received from the university.

**Assistant Professors:**

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national News Papers. The same is posted on the college's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection committee duly appointed by the University conducts the interviews and selects candidates.

**Adhoc Appointments**

- Approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national level news papers. The same is posted on the college's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the college conducts interviews and selects candidates.
- The appointment letters are given to the candidates.

**Appointments-Supporting Staff:**

- Approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms and as required by DTE or by affiliating University.
- The advertisement is published at local and national level. The same is posted on the college's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the college conducts interviews and selects candidates.
- The appointment letters are given to the candidates.

**Invitation**

The Principal uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

**Promotional Policies**

The college has been following the promotional policies and guidelines laid down by AICTE/UGC for the promotion of faculty members.

**Service Rules, Conduct Rules and Duties**

The Published rules in the form of a book, last published in 2012 including Service Rules, Conduct Rules, and Duties of Employees is made available in the library of the college, with Heads of Departments and Sections. The book covers the following:

Service Rules pertaining to  
Recruitment of Employees  
Nature of Appointment  
Selection Procedure  
Probation and Confirmation  
Services/ Termination of Services  
Pay and Allowance  
Lien

Penalties and Punishments

Code of Conduct

Superannuation and Retirement Benefits

Service Agreement

Conduct Rules

Duties and Responsibilities of Head of the Institution

Duties and Responsibilities of Head of the Department

Duties and Responsibilities of Faculty

Duties and Responsibilities of Staff

Leave rules regarding

Causal Leave

Half Pay Leave

Commuted Leave

Maternity Leave

Earned Leave

Extraordinary Leave

Rules and Regulations for the Engineering Programs, as stipulated by Osmania University are given in printed form to each student at the time of admission. The same is also made available in the college website.

### **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.

**Specify the mechanism and composition of Grievance Redressal system.**

Grievance Redressal Process:

This cell is established with an aim and objective to provide the employees an easy and readily accessible mechanism for prompt disposal of their day to day grievances.

Grievance procedure for Redressal of grievances is as follows:

Complaints affecting one or more individual workers in respect of their

1. Salary
2. Payment of overtime allowance
3. Promotion
4. Increments
5. Leave
6. Seniority
7. Work assignment
8. Working conditions
9. Working hours
10. Work load
11. Training
12. Settlement of terminal benefits.

Different stages for Redressal of grievances are:

First stage (Section/Department level):

The aggrieved employee represents his/her grievance either in person or in

writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the employee under the signature of the In-charge / HoD within 15 days.

Second stage (Administration level):

If the employee is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HoD, any two among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned employee within 15 days. A copy of the minutes of the grievance committee meeting is also provided to the employee.

Third stage (Academic and Staff Affairs Committee):

If the employee is not satisfied with the reply given by the Grievance Committee at the second stage, he/she can represent the matter to the Management through Staff Affairs Committee.

At this stage, the representation or the grievance of the employee is forwarded to the Secretary of the Management Committee which is often resolved by the Secretary/Chairman at their level. If the solution is not arise, then it is forwarded to the Staff Affairs Committee by the Secretary.

The representation will be disposed off in the Staff Affairs Committee Meeting which usually takes place once in three months.

All the officers are try to put in their best efforts to examine and redress the genuine grievances submitted by employees at different stages expeditiously.

In case, if the employee is still not satisfied with the outcome of the Staff Affairs Committee, he/she can represent to Executive Committee and the decision of Executive Committee is final and binding.

# **STUDENTS' CODE OF CONDUCT**

## **1. PREAMBLE**

This Handbook explains the standard procedures and practices of Matrusri Engineering College for all students enrolling with the Institute for pursuing varied courses. All students must abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. All Students are requested to be well conversant with this Code, which is also available on the official website of the Institute.

## **2. JURISDICTION**

- . The Institute shall have the jurisdiction over the conduct of the students enrolled with the Institute and to have awareness of all acts of misconduct.
- . Institute may also exercise jurisdiction over conduct which occurs off-campus violating the ideal
- . student conduct and discipline as said in this Policy and other regulations as if the conduct has
- . occurred on campus which shall include
  - a) Any violations of the Sexual Harassment Policy of the Institute against other students of the Institute.
  - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institute;
  - c) Possession or use of weapons, explosives, or destructive devices off-campus
  - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
  - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The Institute, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated, the Institute shall consider the seriousness of the alleged offence, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off-campus conduct is part of a series of actions, which occurred both on, and off-campus.

### **3. ETHICS AND CONDUCT**

- . This Code shall apply to all kinds of the conduct of students that occurs on the Institute premises including in college sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- . 1. Each student must be made aware of this Code at the time of admission.
  - a) He/she shall be regular and shall complete his/her studies in the Institute.
  - b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institute subject to written consent of the management. As a result of such relieving, the student shall be required to clear pending dues .
- . 2. Institute promotes a safe and efficient climate by enforcing behavioural standards. All students should hold academic integrity, respect all persons and their rights and property and safety of others; etc.
- . 3. All students are requested to not indulge in any and all forms of misconduct including part taking in any activity off-campus which can affect the Institute's interests and reputation substantially.
- . 4. Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. damaging or destroying Institute property or property of other students and/or faculty members intentionally, any disruptive activity in a classroom or in an event sponsored by the Institute is punishable.
- . 5. Participating in the following activities is strictly prohibited
  - a) Organizing meetings and processions without permission from the Institute.
  - b) Accepting membership of religious or terrorist groups banned by the Institute/ Government. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
  - c) Unauthorized possession or use of harmful chemicals and banned drugs.

- d) Smoking on the campus of the Institute.
- e) Possessing, Consuming, distributing, selling of alcohol in the Institute and/or throwing empty bottles on the campus of the Institute.
- f) Parking a vehicle in a no-parking zone or an area marked for parking of other types of vehicles.
- g) Rash driving on the campus that may cause any inconvenience to others
- h) The unauthorized access to others resources.
- i) Misbehavior during any activity of the Institute.
- j) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; Inciting or participating in a riot or group disruption at the Institute.
- . 8. Students should produce the identity card, issued by the Institute, on demand by campus security guards.
- . 9. Students are advised not to interact on behalf of the Institute with media representatives or invite media persons on to the campus without the permission of the Institute authorities.
- . 10. Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior Permission.
- . 11. Students are not permitted to provide audio and video clippings of any activities on the campus to media without prior permission.
- . 12. Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on the social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- . 13. Students are strictly warned not to misuse the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others.
- . 14. Damage to or destruction of, any property of the Institute, or any property of

others on the Institute premises is punishable

- . 15. Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent. Will be treated as deviation from the code of conduct.
- . 16. Students indulge in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition, will be punished.

#### . **4. BREACH OF CODE OF CONDUCT**

A committee will be formed to look in to the case against a student for a possible breach of the code of conduct and recommend a suitable disciplinary action. Committee shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. **WARNING-** If a delinquent student was in violation of the Code and repeats any acts of misconduct shall result in severe disciplinary action. He will be reprimanded and restricted from access to various facilities on the campus for a specified period of time. It may lead to suspension or expulsion.

- . **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
- . **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship for a specific time period.

#### **5 APPEAL**

- . If the delinquent student is aggrieved by the imposition of any of the mentioned penalties, he/she may appeal to the Management / Principal / HOD / Class teacher / Mentor , the Principal's decision is final binding in all the cases where there is a possible misconduct by a student.

#### **6 ACADEMIC INTEGRITY**

Violation of academic integrity is considered as a serious offence as Academic

Integrity encompasses honesty, responsibility and awareness relating to ethical standards for the conduct of research and learning. Academic integrity is essential to the success of the Institute and its research missions.

### **1. Scope and purpose**

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students of the Institute. The students are required to adhere to the said policy. The purpose of the Policy is to clarify the principles of academic integrity, and to provide examples of dishonest conduct and violations of academic integrity.

B. The principles of academic integrity require that a student,

- Makes sure that all work submitted regarding a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

### **2. Violations of the policy include, but are not limited to:**

- (i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.
- (ii) Cheating includes, but is not limited to:
  - a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
  - b) Using unauthorized material, copying, collaborating when not

authorized, and purchasing or borrowing papers or material from various sources.

- c) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- d) Altering previously evaluated and re-submitting the work for re-evaluation
- e) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) It is necessary to protect actual professional independence, objectivity, commitment, and avoid an appearance of any impropriety arising from conflicts of interest.

**D. Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:**

- (a) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during Examinations. The date should be indicated on each page.
- (b) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts, and project reports.
- (c) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations.

**Individual and Collective Responsibility:** The responsibility varies with the role one plays.

- a) **Student roles:** Before submitting a report to the department, the student is responsible for checking the report for plagiarism using that is available on the web.
- b) **Faculty roles:** Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data is properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues



relating to academic integrity.

## **7. ANTI-RAGGING**

The Institute has a coherent and an effective anti-ragging policy in place which is based on the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. The UGC Regulations have been framed in view of the directions issued by the Honorable Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to abide by it.

1. Ragging constitutes one or more of the following acts:

- a) any conduct by a student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness on any other student;
- b) indulging in rowdy or undisciplined activities by a student or group of students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- c) asking any student to do any act, which the student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, the vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
  - i) Any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.
2. THE ANTI-RAGGING COMMITTEE, as constituted by the Principal shall examine all complaints of anti-ragging and come out with the recommendation based on the nature of the incident. The committee shall be headed by the Principal and the HODs, Student Counselors, Faculty Advisors,
  3. ANTI-RAGGING SQUAD: To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions..
  4. A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
    - a) Suspension from attending classes and academic privileges.
    - b) Debarring from appearing in any test/ examination or other evaluation processes.
    - c) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
    - d) Cancellation of admission.
    - e) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
    - f) In cases where the person committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
    - g) If need be, in view of the intensity of the act of ragging committed, a First

Information Report (FIR) shall be filed by the Institute with the local police authorities.

## **8. SEXUAL HARASSMENT**

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, shall apply mutatis mutandis to the students of the Institute which can be accessed and reviewed by the students at [www.matrusri.edu.in](http://www.matrusri.edu.in). Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend on the circumstances of each case.

## **9. STUDENT GRIEVANCE PROCEDURE**

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redress cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Principal.

**There is a committee to monitor adherence to the Code of Conduct**

### **Executive Committee**

The executive committee of Matrusri Education Society is the pivotal decision making body of the Society for all the colleges run by the Society. All the members of the Society are usually members of the Executive Committee. The term of the Office Bearers and members of EC is 3 years. The executive committee is headed by a Chairman, Vice-Chairman (2), Secretary, joint. Secretary, Treasurer and members (10).

The Society first established MaturiVenkataSubba Rao Engineering College or MVSR Engineering College in 1981 which is now located in a sprawling campus at Nadergul, RR Dist., TS

### **Policies-Governing Body**

The college is governed by the Governing Council for policy decisions and Executive Committee for day to day affairs. Seven Sub-committees are formed for an in depth analysis of each issue / matter. Actual decision making rests with these committees which are later ratified / modified by the Executive Committee and Governing Council. The title of each Sub-committee is indicative of its functions.

Following are the details of Governing Body members

The Governing Council is the policy making body of the college and meets at least once in six months. All the actions taken by the administration is to be ratified by this council.

Members: Governing Body of the college consist of seven members of the Society including Chairman, two faculty members, University and State Government nominees, Educationist / Academician / Technologist, and Principal as Member-Secretary, as per AICTE norms.

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Frequency of Meetings: Twice in a year.

Details of membership of the current Governing Body are given below:

S No	Composition of Members	Name	Functions
1	Chairman, Governing Body Member, MES	Dr KP Srinivasa Rao	The Governing Body meetings usually follow a standard agenda covering:  a. Major academic and other matters of the college  b. Communicatio
2	Member, MES	Sri J Sudhakar	
3	Member, MES	Sri MV Vasudeva Rao	
4	Member, MES	Sri K Krishna Kumar	
5	Member, MES	Sri T Jitendranath	
6	Member, MES	Sri MBS Purushottam	
7	Member, MES	Dr K Radha Kishan Rao	
8	University Nominee	Prof R Ramesh Babu Dept of Mechanical Engg Nominee, Osmania	

		University	
9	Member-State Govt. Nominee	Smt V Nagumani DTE Nominee	ns from AICTE and State Govt
10	Educationist / Academician / Technologist – AICTE Nominee	Regional Officer, SCRO, AICTE (yet to confirm)	c. Approval of additional courses/ additional intake
11	Industrialist / Technologist / Educationalist – Member, Govt Nominee	Sri S Gopinath Scientist `G`, RCI, DRDO	d. Staff position, recruitment
12	Faculty Member	Dr P Hara Gopal Mani Professor in ECE	e. Budget approvals
13	Faculty Member	Dr MV Kishore Associate Prof, Dept of MECH	f. Consultancy and R&D projects and funding received
14	Member Secretary	Dr D Hanumantha Rao Principal, MEC	g. Co- and extra-curricular activities, etc.

- **College Academic Council**

This Committee is constituted to deal with all academic related affairs of the College, academic staff, academic planning, Instructional issues, Co-curricular activities, & Extra-curricular activities and maintaining discipline in the College Campus. The recommendations are sent to Board of Governors for further approvals.

Members: Principal, Management Representative, College Academic Coordinator, Head of the Departments, Senior Professors from other Institutions, Industry Expert and other Section Heads (Library, Examination Branch, Training & Placement).

Frequency: Once in a Semester.

## **Anti-Ragging Committee:**

### Functions and Responsibilities

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- To implement the Provisions of Anti Ragging Act 1997.
- Anti-ragging squad will assist the Principal & Respective HODs in prevention of Ragging within their blocks & in and around the college campus.
- They will also assist the Principal in maintaining discipline in and around the college campus during the functions like Orientation Programme, Technical Festivals, Seminars, Conferences and College Day etc., organized in the college.
- The squad will within the block & in and around the college campus and report of any incidents to the HOD, who in turn will initiate disciplinary action in consultation with the Principal.

<b>Name of the Committee</b>	<b>Position</b>	<b>Designation</b>	<b>Name of the Staff</b>
Anti-Ragging Committee	Chairman	Principal & HOD Mech	Dr D Hanumatha Rao
	Vice Chairman	HOD S&H	Dr T Shekharam
	Coordinator	Student Advisor	Mr M Yuvaraju
	Member	HOD, Civil	Dr G Manohar
	Member	HOD, CSE	Dr P Vijayapal Reddy
	Member	HOD, ECE	Dr N Srinivasa Rao
	Member	HOD, EEE	Dr G Ravindranath
Member	Professor, ECE	Prof P Hara Gopal Mani	

Member	Professor, S&H	Dr S Thiagarajan
Member	Professor, CSE	Prof G Veereshalingam
Member	Assoc Prof, Civil	Mr PVS Koteswara Rao
Member	Assoc Prof, Mech	Mr MV Kishore
Member	Asst Prof, S&H	Mr T Vishnu
Member	Asst Prof, S&H	Mr D Purnachander Rao
Member	Asst Prof, ECE	Mr D Nagaraju
Member	Asst Prof, Mech	Mr C Venkateshwara Rao
Member	Asst Professor	Mr Prashanth Kubrekar
Member	Student	Mr P Satish (ECE)
Member	Station House Officer	Saidabad Police Station
Member	Mandal Revenue Officer	MRO Malakpet Branch
Member	Attender	Mr T Om Prakash

**Anti-Sexual Harassment Committee:**

Name of the Committee	List of Members	
	Name of the Faculty	Designation
Anti-Sexual Harassment Committee	Dr D Hanumantha Rao, Principal	Chairman
	Mrs G Pratibha, Assistant Prof., CSE Dept	Member
	Mrs K Sandhya, Assistant Prof., S&H Dept	Member
	Mrs G Satyavathi, Assistant Prof., CIVIL Dept	Member
	Mr KVS Harish, Asst Physical Director	Member
	Mrs A Narmada, Assistant Prof, ECE Dept	Member-Convener

Functions and responsibilities:

1. To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act)
2. To receive and record complaints of sexual harassment if any and to conduct the investigations on the written complaints and interrogate the persons named in the applicant in his written complaint.
3. Coordinate preventive activities to create safe and secure working environment against sexual harassment in the college.
4. To prevent sexual harassment against women by promoting gender amity among students and employees.
5. To conduct enquiry on complaints received and recommend appropriate disciplinary action to be taken by the Principal against the person found involved in various activities of sexual harassment.
6. Submit the file to the Principal for implementation of the recommendations and for safe keeping.



## **POLICY ON HUMAN VALUES & PROFESSIONAL ETHICS**

**Institution organizes professional ethics programmes for students, teachers, administrators and other staff.**

**Policy of the institute:**

### **About Institution:**

Matrusri Engineering College, Saidabad, Hyderabad, Telangana, was established by Matrusri Education Society in 2011 aiming at becoming a pioneer in Technical Education in the private sector. The society was registered in 1980 with a group of farsighted and distinguished engineers, doctors, lawyers, businessmen and administrators as its members with a lofty vision and mission of imparting technical education of highest standards among the students.

### **Vision:**

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

### **Mission:**

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

### **HUMAN VALUE**

A human value is defined as 'A principle that promotes well being or prevents harm'. The various factors responsible for evolving human values are our religious Leaders, Gurus and Savior's teachings and practices, need and

judgment of fulfilling individuals need in the society. Human values can be assured of a happy and harmonious human society. We cultivate and inculcate these values among the student and the staff through teaching, co-curricular and extracurricular activities. We as an academic institution believed that along with knowledge, wisdom is essential for sound growth of the society. In this regards, inculcation of human values among the budding citizens of the nation is very important. Hence we are very much concerned to observe the following human values

**Right Conduct:**

a) Self- Help Skills: Care of possessions, diet, hygiene, modesty, posture, self reliance, and tidy appearance.

b) Social Skills: Good behavior, good manners, good relationships, helpfulness, no wastage and good environment.

c) Ethical Skills: Good conduct, courage, dependability, duty, efficiency, ingenuity, initiative, perseverance, punctuality, resourcefulness, respect for all, and sense of responsibility.

**Peace:** Attention, calmness, concentration, contentment, dignity, discipline, equality, equanimity, faithfulness, gratitude, happiness, harmony, humility, inner silence, optimism, patience, reflection, satisfaction, acceptance, control, self-esteem, tolerance, and understanding.

**Truth:** Accuracy, curiosity, fairness, fearlessness, honesty, integrity, intuition, justice, optimism, purity, quest for knowledge, reason, self-analysis, sincerity, synthesis, truthfulness, and determination.

**Love:** "Love conquers all" says Geoffrey Chaucer. It has immense value. Acceptance, affection, care, compassion, consideration, dedication, devotion, forgiveness, friendship, generosity, gentleness, interdependence, kindness, patience, patriotism, reverence, sacrifice, selflessness, service, sharing, sympathy, tolerance and trust are the segments of love.

**Co-operation:** It is the process of working together to the same end. It is undeniably are of the most vital assets one can have when working through

a problem. Having the opinion and voice of another person will not only draw out a discussion, but also lead to a well rounded solution.

**Honesty:** The idea of staying true to oneself can often feel intimidating and impossible, but what most people felt to realize is that it is not the act of simply telling the truth that makes someone honest rather the quality of person who is being honest. An honest man is often straight forward, upright, sincere and fair.

**Trust:** It is a reliability and truth. Without trust, the world simply would not function. We create documents, money and bullet proof glass because we have lost faith that's why the most important human values. Learn to trust and be trusted, is not an easy task, but it's important is beyond measure. In short, one cannot serve in a world without trust.

**Non –Violence:**

a) Psychological: Benevolence, compassion, concern for others, consideration, forgiveness, morality, loyalty and happiness.

b) Social: Appreciation of other cultures and religions, brotherhood, care of environment, citizenship, equality, harmlessness, national awareness, perseverance, respect for property, and social justice.

**Wisdom:** Its value is very important while living the lives. Wisdom is often confused with the words like knowledge and intelligence. But wisdom is defined as the quality of having experience and good judgment. Wisdom becomes necessary when society gets cramp with knowledge. In the explosion of knowledge based society, wisdom becomes the necessity.

**Integrity:** It is defined as the unity of thought, word and deed(honesty) and open mindedness. It includes the capacity to communicate the factual information so that others can make well-informed decisions. It yields the person's "Peace of mind", and hence adds strength and consistency in character, decisions, and actions. This paves way to one's success. It is one of the self-direction virtues. It enthuse people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity

is the quality of being honest and having strong moral principles, moral uprightness.

**Respect:** This is a basic requirement for nurturing friendship, team work, and for the synergy it promotes and sustains. The principles enunciated in this regard are:

- Recognize and accept the existence of other persons as human beings, because they have a right to live, just as you have.
- Respect other's ideas (decisions), words, and labor (actions). One need not accept or approve or award them, but shall listen to them first. One can correct or warn, if they commit mistakes. Appreciate colleagues and subordinates on their positive actions. Criticize constructively and encourage them. They are bound to improve their performance, by learning properly and by putting more efforts.

**Caring:** Caring is feeling for others. It is a process which exhibits the interest in, and support for, the welfare of others with fairness, impartiality and justice in all activities, among the employees, in the context of professional ethics. It includes showing respect to the feelings of others, and also respecting and preserving the interests of all others concerned. Caring is reflected in activities such as friendship, membership in social clubs and professional societies, and through various transactions in the family, fraternity, community, country and in international councils.

**Honesty:** Honesty is a virtue, and it is exhibited in two aspects namely,

- Truthfulness is to face the responsibilities upon telling truth. One should keep one's word or promise. By admitting one's mistake committed (one needs courage to do that!), it is easy to fix them.
- Trustworthiness is a reliable engineering judgment, maintenance of truth, defending the truth, and communicating the truth, only when it does well to others.

**Courage:** Courage is the tendency to accept and face risks and difficult tasks in rational ways. Self confidence is the basic requirement to nurture courage.

Courage is classified into three types, based on the types of risks, namely Physical courage, Social courage, and Intellectual courage.

**Valuing Time:** Time is rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increase effectiveness, efficiency or productivity.

**Cooperation:** It is a team-spirit present with every individual engaged in engineering. Co-operation is activity between two persons or sectors that aims at integration of operations (synergy), while not sacrificing the autonomy of either party. Further, working together ensures, coherence, i.e., blending of different skills required, towards common goals. **Empathy:** Empathy is social radar. Sensing what others feel about, without their open talk, is the essence of empathy. Empathy begins with showing concern, and then obtaining and understanding the feelings of others. It is also defined as the ability to put one's self into the psychological frame of reference or point of view of another, to know what the other person feels. It includes the imaginative projection into other's feelings and understanding of other's background such as parentage, physical and mental state, economic situation, and association. This is an essential ingredient for good human relations and transactions.

**Self-Confidence:** Certainty in one's own capabilities, values, and goals, is self-confidence. These people are usually positive thinking, flexible and willing to change. They respect others so much as they respect themselves. Self-confidence is positive attitude, where in the individual has some positive and realistic view of himself, with respect to the situations in which one gets involved. The people with self-confidence exhibit courage to get into action and unshakable faith in their abilities, whatever may be their positions.

**Character:** It is a characteristic property that defines the behavior of an individual. It is the pattern of virtues (morally-desirable features). Character includes attributes that determine a person's moral and ethical actions and

responses. It is also the ground on which morals and values blossom. People are divided into several categories, according to common tendencies such as ruthless, aggressiveness, and ambition, constricting selfishness, stinginess, or cheerfulness, generosity and good will. Active (great and the mediocre), the apathetic (purely apathetic or dull), and the intelligent are the characters should be followed by the engineers.

**Spirituality:** Spirituality is a way of living that emphasizes the constant awareness and recognition of the spiritual dimension (mind and its development) of nature and people, with a dynamic balance between the material development and the spiritual development. This is said to be the great virtue of Indian philosophy for Indians. Sometimes, spirituality includes the faith or belief in supernatural power/ God, regarding the worldly events. It functions as a fertilizer for the soil character to blossom into values and morals. Spirituality includes creativity, communication, recognition of the individual as human being (as opposed to a life-less machine), respect to others, acceptance (stop finding faults with colleagues and accept them the way they are), vision (looking beyond the obvious and not believing anyone blindly), and partnership (not being too authoritative, and always sharing responsibility with others, for better returns).

**Loyalty:** Loyalty is faithfulness or a devotion to a person, country, group, or cause. Philosophers disagree on what can be an object of loyalty as some argue that loyalty is strictly inter personal and only other human beings can be the object of loyalty.

**Passion:** Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance enhancing aspects and work enjoyment. When an individual is passionate about their occupation they tend to work more resulting in more work satisfaction.

**Commitment:** Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and

hope that one will achieve the goals, is commitment. It is the driving force to realize success. The commitment of top management will naturally lead to committed employees, whatever may be their position or emoluments. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target oriented efforts are put to reap efficiency.

**Attitude:** It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. They are complex and an acquired state through experiences. Attitudes is the most distinctive and indispensable concept in present day. Attitude can be formed from a person's past and present. Key topics in the study of attitudes include attitude measurement, attitude change, consumer behavior, and attitude-behavior relationships. Positive attitude people are most successful in their life. One should develop such attitude which provides synergy and satisfaction in their day to day life. Positive Mental Attitude ( PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness and good common sense.

**Credibility & Responsibility:** The obligation of an individual or organization to account for its activities, accept responsibility for the demand to disclose the results in a transparent manner. It also includes the responsibility for money or other entrusted property.

## **PROFESSIONAL ETHICS**

Professional ethics is the set of standards adopted by professionals. Every profession has its professional ethics: medicine, law, pharmacy etc. Engineering ethics is the set of ethical standards that applies to the engineering profession. Some of the important characteristics of professional ethics are:

**Formal code:** Unlike common morality and personal morality, professional ethics is usually stated in a formal code. Many such codes are promulgated by various components of the profession.

**Focus:** The professional codes of ethics of a given profession focus on the issues that are important in that profession. Professional codes in the legal profession

concern themselves with questions such as perjury of clients and the unauthorized practice of law.

**Precedence:** In a professional relationship, professional ethics takes precedence over personal morality. This characteristic has an advantage, but it can also produce complications. The advantage is that a client can justifiably have some expectations of a professional, even if the client has no knowledge of the personal morality of the professional.

**Restriction:** The professional ethics sometimes differs from personal morality in its degree of restriction of personal conduct. Sometimes professional ethics is more restrictive than personal morality, and sometimes it is less restrictive.

**Two dimensional:** Professional ethics, like any ethics, has a negative as well as a positive dimension. Being ethical has two aspects: (a) preventing and avoiding evil, and (b) doing or promoting good.

**Role morality:** This means the moral obligations based on special roles and relationships. For example, Parents having a set of obligations to their children, such as not to harm their children, nourish them and promote their flourishing. A political leader has a role morality, the obligation to promote the well-being of citizens. Professional ethics is one of the examples of role morality.

Engineers have an ethical and social responsibility to themselves, their clients and society. Practically (although there is much debate about this), engineering ethics is about balancing cost, schedule, and risk. Engineering ethics is a means to increase the ability of concerned engineers, managers, citizens and others to responsibly confront moral issues raised by technological activities. The awareness of moral issues and decisions confronting individuals and organizations are involved in Engineering & Technology.

### **Courses offered by the University/Institution.**

The institution offers a course on Essence of Indian Traditional Knowledge, Human Values and professional ethics, Intellectual Property Rights.



Course Code	Course Title					Core / Elective	
MC 771 EG	<b>Human Values and Professional Ethics</b>					<b>Mandatory</b>	
Prerequisite	Contact Hours per Week				CIE	SEE	Credits
	L	T	D	P			
-	2	-	-	-	30	70	-
<p><b>Course Objectives</b>  Student has to understand the</p> <ul style="list-style-type: none"> <li>➤ To develop a critical ability to distinguish between essence and form, or between what is of value and what is superficial, to life.</li> <li>➤ To move from discrimination to commitment. It is to create an ability to act on any discrimination in a given situation.</li> <li>➤ It encourages students to discover what they consider valuable. After learning the course, they should be able to discriminate between valuable and the superficial in real situations in their life.</li> </ul> <p><b>Course Outcomes</b>  At the end of the course, the students will be able to</p> <ol style="list-style-type: none"> <li>1. It ensures students sustained happiness through identifying the essentials of human values and skills.</li> <li>2. It facilitates a correct understanding between profession and happiness</li> <li>3. It helps students understand practically the importance of trust, mutually satisfying human behavior and enriching interaction with nature.</li> <li>4. Ability to develop appropriate technologies and management patterns to create harmony in professional and personal life.</li> </ol>							

**UNIT - I**

Course Introduction - Need, basic Guidelines, Content and Process for Value Education: Understanding the need, basic guidelines, content and process for Value Education. Self-Exploration - what is it? - its content and process; 'Natural Acceptance' and Experiential Validation - as the mechanism for self-exploration. Continuous Happiness and Prosperity - A look at basic Human Aspirations. Right understanding, Relationship and Physical Facilities - the basic requirements for fulfillment of aspirations of every human being with their correct priority. Understanding Happiness and Prosperity correctly - A critical appraisal of the current scenario. Method to fulfill the above human aspirations: understanding and living in harmony at various levels.

**UNIT - II**

Understanding Harmony in the Human Being - Harmony in Myself!: Understanding human being as a co-existence of the sentient 'I' and the material 'Body'. Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer). Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail. Programs to ensure Sanyam and Swasthya.

**UNIT - III**

Understanding Harmony in the Family and Society - Harmony in Human - Human Relationship: Understanding harmony in the Family the basic unit of human interaction. Understanding values in human - human relationship; meaning of justice and program for its fulfillment; Trust and Respect as the foundational values of relationship. Difference between intention and competence. Difference between respect and differentiation; the other salient values in relationship. Understanding the harmony in the society (society being an extension of family)

Course Code	Course Title					Core / Elective	
OE601LA	INTELLECTUAL PROPERTY RIGHTS (Open Elective-I)					Core	
Prerequisite	Contact Hours per Week				CIE	SEE	Credits
	L	T	D	P			
-	3	0	0	0	30	70	3
<b>Course Objectives</b> <ul style="list-style-type: none"> <li>➤ To create awareness on Engineering Ethics providing basic knowledge about ethics, moral issues &amp; moral dilemmas and professional ideals.</li> <li>➤ To understanding, define and differentiate different types of intellectual properties (IPs) and their roles in contributing to organizational competitiveness.</li> <li>➤ To expose to the Legal management of IP and understanding of real life practice of Intellectual Property Management.</li> </ul> <b>Course Outcomes</b> The students will be able to: <ul style="list-style-type: none"> <li>➤ Identify different types of Intellectual Properties (IPs), the right of ownership, scope of protection as well as the ways to create and to extract value from IP.</li> <li>➤ Recognize the crucial role of IP in organizations of different industrial sectors for the purposes of product and technology development.</li> <li>➤ Identify activities and constitute IP infringements and the remedies available to the IP owner and describe the precautions steps to be taken to prevent infringement of proprietary rights and duties in products and technology development</li> </ul>							

**UNIT-I**

**Meaning, Nature, Classification and protection of Intellectual Property** — The main forms of Intellectual Property — Copyright, Trademarks, Patents, Designs (Industrial and Layout) -- Geographical Indications - Plant Varieties Protection and Biotechnology – Traditional Knowledge – Indigenous Knowledge --etc

**UNIT-II**

**Introduction to the leading International instruments concerning Intellectual Property Rights**

— The Berne Convention — Universal Copyright Convention — The Paris Union — Patent Co-operation Treaty -- The World Intellectual Property Organization (WIPO) and the UNEESCO, International Trade Agreements concerning IPR — WTO — TRIPS.

**UNIT-III**

**Select aspects of the Law of Copyright in India** — The Copy Right Act, 1957 - Historical evolution — Meaning of copyright — Copyright in literary, dramatic and musical works, computer programmes and cinematograph films — Neighbouring rights — Rights of performers and broadcasters, etc. — Ownership and Assignment of copyright — Author's special rights — Notion of infringement — Criteria of infringement — Infringement of copyright in films, literary and dramatic works — Authorities under the Act — Remedies for infringement of copyright.

Course Code	Course Title				Core/Elective		
MC113PY	Essence of Indian Traditional Knowledge				Mandatory		
Prerequisite	Contact Hours per Week				CIE	SEE	Credits
	L	T	D	P			
-	2	-	-	-	30	70	-
<b>Course Objectives</b>							
The course will introduce the students to							
<ul style="list-style-type: none"> <li>➤ To get a knowledge in Indian Philosophical Foundations.</li> <li>➤ To Know Indian Languages and Literature and the fine arts in India &amp; Their Philosophy.</li> <li>➤ To explore the Science and Scientists of Medieval and Modern India</li> </ul>							
<b>Course Outcomes</b>							
After successful completion of the course the students will be able to							
<ol style="list-style-type: none"> <li>1. Understand philosophy of Indian culture.</li> <li>2. Distinguish the Indian languages and literature among difference traditions.</li> <li>3. Learn the philosophy of ancient, medieval and modern India.</li> <li>4. Acquire the information about the fine arts in India.</li> <li>5. Know the contribution of scientists of different eras.</li> <li>6. The essence of Yogic Science for Inclusiveness of society.</li> </ol>							

**UNIT – I**

**Introduction to Indian Philosophy:** Basics of Indian Philosophy, culture, civilization, culture and heritage, general characteristics of culture, importance of culture in human literature, Indian culture, Ancient India, Medieval India, Modern India.

**UNIT – II**

**Indian Philosophy & Literature:** Vedas Upanishads, schools of Vedanta, and other religion Philosophical Literature. Philosophical Ideas the role of Sanskrit, significance of scriptures to current society, Indian Philosophies, literature of south India.

Indian languages and Literature-II: Northern Indian languages & Philosophical & cultural & literature.

**UNIT – III**

**Religion and Philosophy:** Religion and Philosophy in ancient India, Religion and Philosophy in Medieval India, Religious Reform Movements in Modern India (selected movements only)

**UNIT – IV**

**Indian Fine Arts & Its Philosophy (Art, Technology & Engineering):** Indian Painting, Indian handicrafts, Music, divisions of Indian classic music, modern Indian music, Dance and Drama, Indian Architecture (ancient, medieval and modern), Science and Technology in Indian, development of science in ancient, medieval and modern Indian.

**UNIT – V**

**Education System in India:** Education in ancient, medieval and modern India, aims of education, subjects, languages, Science and Scientists of Ancient India, Scientists of Medieval India, Scientists of Modern India. The role Gurukulas in Education System, Value based Education.

**Text Books:**

1. Kapil Kapoor, "Text and Interpretation: The India Tradition", ISBN: 81246033375, 2005
2. "Science in Sanskrit", Samskrita Bharti Publisher, ISBN-13:978-8187276333,2007
3. NCERT, "Position paper on Arts, Music, Dance and Theatre", ISBN 81-7450-494-X, 2006
4. S. Nair, "Examination in Ancient India", Arya Book Depot, 1993
5. Satya Prakash, "Founders of Sciences in Ancient India", Vijay Kumar Publisher, 1989
6. M. Hiriyanna, "Essentials of Indian Philosophy", Motilal Banarsidass Publishers, ISBN-13: 978-8120810990,2014
7. Chatterjee. S & Dutta "An Introduction to Indian Philosophy"

## **POLICY DOCUMENT FOR SUPPORT OF DISABLED PERSONS**

Disability is not a phenomenon but is a phase. Everyone at one point or the other passes through such phases. The elderly, ill, pregnant, obese, children, persons with fracture or with luggage could all be described as passing through a phase of disability. Even during such phases each one has the right to live in dignity. Accessibility, therefore, cannot be an aspect of sympathy but is very much the right of every individual. Barrier-free design, therefore, is a professional obligation as well as a societal commitment of design professionals. Though unintended, most of our buildings today remain inaccessible to many. This is largely due to the lack of conscious efforts, concerns for the disabled and lack of basic information on what constitutes an accessible design. A universal design, not remaining synonymous only with the provision of ramps, involves many more aspects to consider. This neither implies an additional demand nor involves an extra cost, if integrated right from the conception of the design. With this premise it is imperative to compile a comprehensive reference document that stipulates necessary provisions for universal designs – especially the space design.

On the face of it, it is only persons with disabilities for whom barriers become major obstacles. However, it is necessary to realize that every person, at some stage of life, faces barriers. A small child, an elderly or infirm person, a pregnant lady, the temporarily disabled, all are vulnerable to barriers. Therefore, to list out people affected by barriers - - Wheelchair users - People with limited walking/ movement abilities - People with visual impairment or low vision - People with hearing impairment - Elderly and infirm persons - Pregnant ladies - Children - People with temporary disabilities Why is it necessary to remove barriers? Barriers make an environment unsafe and cause a high level of difficulty to the user. But more importantly, barriers cause spaces to be out of reach, denying people the opportunity of participation in various spheres of life. This ranges from education, economic, social, cultural and many other activities.

This loss of opportunity is not only a loss for the person concerned but also society's loss which misses out on their contribution. Simply put, a barrier causes exclusion and its removal is necessary for ensuring inclusion and participation of all in society. The goal of education for students with or without special needs is to prepare them for a happy, productive and useful civil life. When education has become the right of every student whether with disability or without disability, it is important that every student of the institute going age receives education in the manner he is receptive to. To achieve this aim, education of all students including special students needs to be given importance. They must be provided optimal support. Special students need this all the more to supplement their different talents.

### **Granting Extra Time**

The Controller of Examinations on the recommendations of a Govt. Medical Officer not below the rank of an Asst. Surgeon and the Principal has the power to grant extra time to differently abled candidates for answering papers at University examinations. Extra time of 30 minutes shall be granted to such students to write the examination of 3 hours duration with proportionate reduction of extra time for papers of shorter duration.

### **Use of Scribes**

The Controller of Examinations has the power to allow scribes for blind candidates and a small category among disabled candidates whose disability incapacitates the student from writing based on the recommendations of a Govt. Medical Officer not below the rank of a civil surgeon and the Principal. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them

(Ratio 1:5)

### **Appointment of scribes**

In case of students who are eligible to avail of the services of scribes, the University shall authorise the Principal to appoint scribes according to the following conditions.

The scribe shall not be an employee of the college/centre where the examination is conducted.

The scribe shall not be a relative of the student who is appearing for the examination.

The educational qualifications of the scribe shall be less than those of the student.

A pro forma with declaration in the format given in Appendix 4 shall be obtained from the scribe.

The proforma signed by the scribe shall be forwarded to the University.

### **APPENDIX 3**

#### **PROFORMA FOR SCRIBES**

1. Name and Address of the scribe :
2. Date of Birth :
3. Details of educational qualifications :
4. Specimen signature of the scribe :
5. Name and Register No of the student for whom the scribe is appearing :

## DECLARATION

I hereby declare that the information furnished above is true and that I have not qualified/appeared for any examinations other than those mentioned in clause above.

Place:

Date:  
the Principal

Signature of Scribe Countersigned by

## Proceedings

MECS- B.E Examinations Dec 2018/Jan 2019 - Scribe to Mr....., B.E. EEE student, of.....College of Engineering & Technology - Orders issued.

EXAMINATION PROCEEDINGS NO : MECS.SOEX-II/5967/2018 Hyderabad,  
Dated: 23.01.2019

Read:- Letter & Mail dated 22/01/2019 from the Principal, ..... College of Engineering & Technology

ORDER Vide reference read above it has been reported that one of their students Mr .....(Roll.No.) has injured his right hand whereby he has become incapacitated to write the S7 (Regular) B.E examination scheduled on 23/01/2019 and hence has requested to provide him the services of Mr....., +2 student of Narayana Jr.College,Hyderabad as Scribe.

The Certificate forwarded in respect of the student issued by the Medical Officer, General Hospital, Hyderabad has been verified.

The Principal is authorised to allow scribes to blind candidates and disabled candidates whose disability incapacitates the student from writing, based on the recommendations of a Govt. Medical Officer not below the rank of a Civil

Surgeon. Such students shall be seated in a separate room. The maximum number of students belonging to the above categories allowable into an examination hall shall not exceed five. An invigilator shall be allotted to supervise them.(Ratio 1:5).

In the circumstances, sanction is accorded to grant the services of Mr .....+2 student of ....., Hyderabad furnished in the Proforma for Scribes (Appendix 3) as Scribe to Mr. ....for the Sem..... (Regular) B.E Dec 2018/ Jan 2019 examination scheduled on 23/01/2019, subject to the condition that Mr .....is not a relative of Mr .....Orders are issued accordingly.

Sd/-

Principal

To

The Principal,

.....College of Engineering & Technology

Copy to Mr .....(Through the Principal)



# GREEN POLICY

Sr.No.	CONTENT
1	INTRODUCTION
2	BRIEF ABOUT COLLEGE
3	ENVIRONMENTAL POLICY OF THE COLLEGE
4	CONSTITUTION FOR GREEN AUDIT
5	COMMITTEE FOR GREEN AUDIT
6	OBJECTIVES OF THE STUDY
7	METHODOLOGY

# 1 INTRODUCTION

## A. PURPOSE

This document describes Matrusri Engineering College, Saidabad, Hyderabad, Telangana, policies and procedures for conducting their operations and activities in an environmentally responsible and sustainable manner.

## B. BACKGROUND

Green policy was initiated with the beginning of 2011 with the motive of inspecting the work conducted within the college. It is the duty of college to carry out the Green Audits of their ongoing processes for various reasons such as; to make sure whether they are performing in accordance with relevant rules and regulations, to improve the procedures and ability of materials, to analyze the potential duties and to determine a way which can lower the cost and add to the revenue. Through Green Audit, one gets a direction as how to improve the condition of environment and there are various factors that have determined the growth of carrying out Green Audit. Some of the incidents like Bhopal Gas Tragedy (Bhopal; 1984), Chernobyl Catastrophe (Ukraine; 1986) and ExxonValdez Oil Spill (Alaska; 1989) have cautioned the industries that setting corporate strategies for environmental security elements have no meaning until they are implemented.

As proactive keepers of the public health and the environment, the Matrusri Engineering College community embraces pollution prevention and sustainable development while continually seeking to reduce resource consumption.

The Matrusri Engineering College, Saidabad, Hyderabad, Telangana environmental policy establishes the following important commitments:

- Compliance with all federal, State, and local environmental laws and regulations, as well as Executive Orders.
- Prevention of pollution by minimizing the generation of wastes where possible, reducing consumption, recycling materials, and disposing of wastes in an environmentally responsible manner.
- Integration of environmental and health considerations into decision-making processes.
- Reduce the environmental impact of staff's commuting to and from work and NIH's transportation of staff between facilities on and off the Bethesda campus.

All Matrusri Engineering College employees are responsible for being aware of the environmental and health impacts of their jobs and for continually striving to minimize these impacts as set forth in this policy.

## C. POLICY

Matrusri Engineering College, Saidabad, Hyderabad, Telangana is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to

complying with all applicable laws and regulations. We recognize that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our mission . We strive to be a in achieving environmental excellence and will work with our employees and other internal and external entities to establish and follow principles, in conjunction with the Environmental Policy of the Matrusri Engineering College, Saidabad, Hyderabad, Telangana, that will guide environmental practices

The Matrusri Engineering College, Saidabad, Hyderabad, Telangana guiding principles and practices to achieve resource conservation, waste reduction, and sustainability overall are summarized below:

- Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- Conserve energy and other natural resources
- Encourage employees to use mass transit
- Reduce, reuse, and recycle to reduce waste
- Minimize the production of hazardous waste
- Adopt green procurement practices
- Ensure all employees complete the environmental awareness training
- Continue to review and minimize the impacts of our activities

#### **D. RESPONSIBILITIES**

##### **a) Energy Conservation**

1. Turn off lights when not in use and use natural light when possible.
2. Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every work day.
3. Turn off your power strip at the end of every work day.
4. Activate the power down features on your computer and monitor to enter into a low-power or sleep mode when not in use.
5. Unplug equipment that drains energy even when not in use (e.g., cell phone chargers, fans, coffee makers, desktop printers, radios).
6. Use compact fluorescent light bulbs (CFLs) in desk lamps as opposed to incandescent lights whenever possible.
7. Use the stairs when possible.
8. Utilize videoconferencing and conference calls as an alternative to travel when possible.
9. Limit the use of space heaters.

- b) Reduction of Materials Consumption
  - 1. Avoid using paper by distributing and storing documents electronically.
  - 2. Print and photocopy only what you need and double side your jobs when possible.
  - 3. Tell staff and colleagues that you prefer double-sided documents.
  - 4. Use the back side of old documents for faxes, scrap paper, or drafts.
- c) Minimize Waste and Increase Recycling
  - 1. Use durable reusable beverage containers, plates, and utensils.
  - 2. Reduce the amount of toner in documents that will be printed when possible.
  - 3. Print documents in black and white or grayscale whenever possible.
  - 4. Recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges if located at the Bethesda campus .
  - 5. Recycle plastic and paper products in accordance with county regulations if located Montgomery County facilities other than the Bethesda campus. Plans for implementing such recycling will be developed by the Green Team.
  - 6. Donate used furniture and electronics through the Property Utilization Branch.
- d) Commitment to Green Purchasing
  - 1. Purchase copier and printer paper that contains at least 30% post-consumer recycled content.
  - 2. Purchase office supplies and furniture that contain the highest percentage of recycled and non-toxic content whenever possible.
  - 3. Purchase products that contain biobased content whenever possible.
  - 4. Purchase Energy Star office equipment.
  - 5. Use the Electronic Product Environmental Assessment Tool (EPEAT) to identify computers and monitors with environmental attributes and purchase computers and monitors with at least a Bronze rating.
  - 6. Purchase quality furniture and electronics that are no longer needed through the Property Utilization Branch.
- e) Green Campus Initiatives
  - 1. Green audit reports
  - 2. Carbon Sequestration audit report
  - 3. Vermicomposting unit
  - 4. Boar well recharge pits
  - 5. Flora and Fauna of the college

6. Expenditure on green practices
7. MoU's for recycling, e-Waste, Solid waste
8. Flex and sign boards
9. Energy audit report
10. Botanical and Cactus garden
11. Solar panels
12. Green Army certificates
13. Fire Audits
14. Photographs

The College recognizes the need to function throughout the year in a manner which minimizes its harmful environmental impact..

- **Environmental sustainability:** The Green Policy must ensure sustainability of the environment.

- **Economic viability:** Economic viability options should be considered in the implementation of the Green Policy.

- **Social acceptance:** Social acceptance is a key to the success of the Green Policy and therefore, the social context of the community, faculty and students must be taken into consideration in the Green Policy.

**Reduce energy consumption, especially of energy derived from fossil fuels, in all college property.**

The College therefore commits to:

- Give preference to the most energy efficient and environmentally sound appliances available, this includes only using energy-saving light bulbs.

- Provide energy efficient heating systems, with adjustable controls for individual heating appliances wherever possible, and ensure that intelligible instructions are available to staff and students on the use of heating controls.

- Conduct switch off drills at regular intervals.

- Ensures that all electronic and electrical equipments, such as computers, are switched off when not in use, and is generally configured in power saving mode when such option is available.

**Ensure that improvements, purchases and developments are environmentally sound.**

The College therefore commits to:

- Purchase efficient and environmentally sound appliances and consider replacing old stock with 'greener', more efficient alternatives.

**Minimize consumption of water.**

The College therefore commits to:

- Repair sources of water leakage, such as dripping taps and showers as quickly as possible.
- Install appliances which reduce water consumption.
- Encourage a decrease in water usage among staff, students and conference guests.
- Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage.
- Minimize wastage of water and use of electricity during water filtration process, if used, such as RO filtration process and ensure that the equipments used for such usage, are regularly serviced, and the wastage of water is not below the industry average for such equipments used in similar capacity.

**Minimize the use of chemical pollutants both in college by students and staff, and in college grounds by gardeners.**

The College therefore commits to:

- Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment, i.e. are biodegradable and non-toxic, even where this exceeds the Control of Substances Hazardous to Health (COSHH) regulations.
- Dispose the chemical waste generated from the laboratories in a scientific manner.
- Reduce the practice of burning plastic and other material that emit harmful gas on burning is prevented in the campus.

**Ensure that the students and faculties are encouraged to plant trees in the campus.**

The College therefore commits to:

- Encourage the faculties and students to plant trees in the premises.
- Reviews periodically the list of trees planted in the premises periodically.

**Ensure that environmental awareness is created.**

The College therefore commits to:

- Conduct environmental awareness workshops as a part of the program.
- Conduct events such as plant trees to spread environmental awareness

among the students.

- Create awareness of environmental sustainability and takes actions to ensure environmental sustainability.
- Promote environmental awareness as a part of course work in various curricular areas, independent research projects, and community service

### **Goals of Green policy**

- The objective of carrying out Green Audit is securing the environment and cut down the threats posed to human health.
- To make sure that rules and regulations are taken care of
- To avoid the interruptions in environment that are more difficult to handle and their correction requires high cost.
- To suggest the best protocols for adding to sustainable development

### **Benefits of Green policy**

- It would help to prepare plan to protect the environment.
- Recognize the cost saving methods through waste minimization and management.
- Point out the prevailing and forthcoming impacts on environment.
- Ensures conformity with the applicable laws.
- Empower the organizations to frame a better environmental performance.
- It portrays a good image of an institute which helps building better relationships with the group of interested parties.
- Promotes the alertness for environmental guidelines and duties.

## **2 BRIEF ABOUT COLLEGE**

Matrusri Engineering College, Saidabad, Hyderabad, Telangana, was established by Matrusri Education Society in 2011 aiming at becoming a pioneer in Technical Education in the private sector. The society was registered in 1980 with a group of farsighted and distinguished engineers, doctors, lawyers, businessmen and administrators as its members with a lofty vision and mission of imparting technical education of highest standards among the students.

In 1981 the society started Maturi Venkata Subba Rao Engineering College in Saidabad, offering programmes in, Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Information Technology and Mechanical Engineering as well as Post Graduate course Master of Business Administration. The College is one of the top ranking institutions and has the state-of-the art equipment in all departments and well-qualified and highly experienced faculty members. The MVSR Engineering College was, later, shifted to a sprawling campus in Nadergul in 2000.

The Matrusri Engineering College was instituted by the society in Saidabad campus with an idea of opening an engineering college in the metro. The college offers courses in Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Mechanical Engineering and Information Technology. The college is well-equipped with excellent instructional facilities in all branches as well as other amenities. All the A-category seats have been filled since the year of inception and the college is one of the most sought after ones for admissions.

### **3 ENVIRONMENTAL POLICY OF THE COLLEGE**

Matrusri Engineering College is an environment and quality conscious college. It has taken initiative to protect its own environment with its green campus initiative and keeps pollution free campus. Environment development is its focal area with the educational policies implemented in the campus.

Being environmental conscious administration, the management and the students of the college look after the environment carefully. Every year, during rainy season, tree plantation is carried out and carefully looked after it. MECS owns responsibility to preserve the work carried out on the campus related to the environment.



Management, Principal, faculty and students of **Matrusri Engineering College** is committed for carrying out its activity for sustainable development. This we will achieve through the following-

Our environmental policy:

- a) To create awareness regarding environmental policy amongst the students and the management.
- b) To maintain pollution free campus by avoiding tobacco, pan-masala, chewing on the campus. As per the govt. rules and regulations regarding the instructions of tobacco free campus signboards are displayed at various places on the campus.
- c) To use Solar Energy on College Campus by installing Solar Lamps.
- d) To sensitize the students and staff regarding the use of drinking water properly for which, we have provided purified (RO aqua-guard) drinking water facilities on the campus.
- e) To bring in use the 'Rain Water Harvesting' on the campus. We have collected the rain water from the college roof and it is percolated in the land.
- f) 'No Vehicle Day' and keep the campus vehicle free. It helps to save the fuel, avoids the environmental pollution.
- g) To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless Office'.
- h) To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- i) To reduce the 'sound pollution in the campus, we have built the seating arrangements in the shade of trees in our campus.
- j) To use 'Use me' Dry and Wet dust bins in the college campus so as to keep college campus clean
- k) To protect and nurture the Flora and Fauna on the campus
- l) To maintain green campus, 'Green Audit' is done regularly.

## 4 CONSTITUTION FOR GREEN AUDIT

The Green Audit Committee will act as per the environmental policy and shoulder the responsibility of maintaining and protecting environment surrounding the college. The aim of the committee is to provide advice for the development of environmental policy and practice in the areas of.

- ❖ Waste Management
  - i. Solid waste management
  - ii. Sewage water management
  - iii. Effluent water treatment
  - iv. E-waste management
- ❖ Soil Management
- ❖ Water conservation and management
- ❖ Tree plantations
- ❖ Bio-diversity and threatened/ endangered species preservations
- ❖ Energy use and conservations
- ❖ Eco-friendly techniques
- ❖ Eco-friendly campus
- ❖ Noise Pollution
- ❖ Air Pollution
- ❖ Paper less operating procedure
- ❖ Green environment and clean campus

## **5 GREEN AUDIT COMMITTEE**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1	Principal, MECS	Chairman
2	Vice Principal, MECS	Member
3	Estate Officer, MECS	Member
4	Professor, Dept. of Civil Engg.	Member
5	Associate Professor, Dept. of Civil Engg.	Member
6	Professor & Head, Dept. of Civil Engg.	Member Secretary
7	Maintenance Incharge	Member

### ***EXECUTIVE SUMMARY***

The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. On this background it becomes essential to adopt the system of the Green Campus for the institute which will lead for sustainable development. Matrusri Engineering College, is deeply concerned and unconditionally believes that there is an urgent need to address these fundamental problems and reverse the trends. Being a premier institution of higher learning, the college has initiated 'The Green Campus' program four years back that actively promote the various projects for the environment protection and sustainability.

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Environmental Policy adopted by the institution. The methodology include: preparation and filling up of questionnaire, physical inspection of the campus, observation and

review of the documentation, interviewing key persons and data analysis, measurements and recommendations. It works on the several facets of 'Green Campus' including Water Conservation, Tree Plantation, Waste Management, Paperless Work, Alternative Energy and Mapping of Biodiversity. With this in mind, the specific objectives of the audit are to evaluate the adequacy of the management control framework of environment sustainability as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards. It can make a tremendous impact on student health and learning in the college and the environment. The criteria, methods and recommendations used in the audit were based on the identified risks.

## **6 OBJECTIVES OF THE STUDY**

The main objective of the green audit is to promote the Environment Management and Conservation in the College Campus. The purpose of the audit is to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards.

The Green Audit of an institution is becoming a paramount important these days for self- assessment of the institution, which reflects the role of the institution in mitigating the present environmental problems. The college has been putting efforts to keep the environment clean since its inception. But the auditing of this non-scholastic effort of the college has not been documented. Therefore, the purpose of the present green audit is to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards.

The main objectives of carrying out Green Audit are:

- To secure the environment and cut down the threats posed to human health by analyzing the Pattern and extent of resource use on the campus.
- To establish a baseline data to assess future sustainability by avoiding the interruptions in environment that are more difficult to handle and their corrections requires high cost.
- To bring out a status report on environmental compliance
- To document the quality of drinking water
- ☐☐ document the quality of recycled waste water for gardening
- To document the solid Waste disposal system
- To document the ambient environmental condition of air, water and noise in the campus

## 7 METHODOLOGY

In order to perform green audit, the methodology included different tools such as preparation of questionnaire, physical inspection of the campus, observation and review of the documentation, interviewing key persons and data analysis, measurements and recommendations. The methodology covered the following areas to summarize the present status of environment management in the campus:

- A. Water management
- B. Air Pollution Management
- C. Noise Pollution Management
- D. Energy use & conservation
- E. Waste Management
- F. Green Belt area & Bio-diversity
- G. Environmental Initiative



*Principal*  
Matrusri Engineering College  
Saidabad, Hyderabad.

# **ENERGY AUDIT POLICY**

## **PREFACE**

An energy audit is a study of a plant or facility to determine how and where energy is used and to identify methods for energy savings. There is now a universal recognition of the fact that new technologies and much greater use of some that already exist provide the most hopeful prospects for the future. The opportunities lie in the use of existing renewable energy technologies, greater efforts at energy efficiency and the dissemination of these technologies and options.

This energy audit of Matrusri Engineering College area is depicted here. This report is just one step, a mere mile marker towards our destination of achieving energy efficiency and we would like to emphasise that an energy audit is a continuous process. We have compiled a list of possible actions to conserve and efficiently utilize our scarce resources and identified their savings potential. The next step would be to prioritize their implementation. We look forward with optimism that the institute authorities, staff and students shall ensure the maximum execution of the recommendations and the success of this work.

### **Renewable Energy use & energy conservation**

The college has taken various steps to promote Energy efficiency practices and use of renewable energy

- ➔ We are proud to claim that we contribute to National Solar Mission –in our own small way with an installed capacity of 50 kWh in the campus.
  
- ➔ The campus utilizes energy efficient LED bulbs
  
- ➔ We have excellent window to wall ratio thus utilize maximum sun light for our lighting needs.
  
- ➔ We also create awareness campaigns with respect to energy conservation through posters and signage to conserve energy in the campus.

## **Energy Audit Report of Matrusri Engineering College, Saidabad-Hyderabad-59.**

College electricity audit will be done by considering Practical laboratory, instrument, Fans, Air conditioners, Computers etc. We study total budget of the college, total economic investment of college on the electricity and electricity generation unit. Also exact contribution of bulb, fans, computer, instruments etc., in the total requirement of electricity.

### **Experimental and Data Collection:**

All the required data will be collected by Department of E.E.E. Consumption of power in the various blocks like Old Block, N.BlockM. Block, will be assessed.

### **Introduction – Energy Audit**

General: Matrusri Engineering College, Saidabad entrusted the work of conducting a detailed Energy Audit of campus with the main objectives are as bellow:

- ✓ **To study the present pattern of energy consumption**
- ✓ **To identify potential areas for energy optimization**
- ✓ **To recommend energy conservation proposals with cost benefit analysis.**

### **Scope of Work, Methodology and Approach:**

Scope of work and methodology were as per the proposal .While undertaking data collection, field trials and their analysis, due care was always taken to avoid abnormal situations so as to generate normal/representative pattern of energy consumption at the facility.

- Approach to Energy Audit: We focused our attention on energy management and optimization of energy efficiency of the systems, sub systems and equipment's. The key to such performance evaluation lies in the sound knowledge of performance of equipment's and system as a whole.
- Energy Audit: The objective of Energy Audit is to balance the total energy inputs with its use and to identify the energy conservation opportunities in the stream. Energy Audit also gives focused attention to energy cost and cost involved in achieving higher performance with technical and financial analysis. The best alternative is selected on financial analysis basis.



### **Energy Audit Methodology:**

Energy Audit Study is divided into following steps

1. Historical Data Analysis: The historical data analysis involves establishment of energy consumption pattern to the established base line data on energy consumption and its variation with change in production volumes.
2. Actual measurement and data analysis: This step involves actual site measurement and field trials using various portable measurement instruments. It also involves input to output analysis to establish actual operating equipment efficiency and finding out losses in the system.
3. Identification and evaluation of Energy Conservation Opportunities: This step involves evaluation of energy conservation opportunities identified during the energy audit. It gives potential of energy saving and investment required to implement the proposed modifications with payback period.

### **Energy Audit Committee:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1	Principal, MECS	Chairman
2	Vice Principal, MECS	Member
3	Estate Officer, MECS	Member
4	Professor, Dept. of Electrical Engg.	Member
5	Associate Professor, Dept. of Electrical Engg.	Member
6	Professor & Head, Dept. of Electrical Engg.	Member Secretary

### **Energy Consumption Profile:**

Source of Energy: Matrusri Engineering College, Saidabad, uses Energy in following forms:

**Electricity from TSSPDCL:** Receives Electricity From TSSPDCL, Hyderabad South Circle, ASMANGADH Division, Chanchalguda Sub-Division. RKVAH – Reactive Kilo Watt Ampere Hour. CMD – 80KW

**High Speed Diesel Generator (HSDG):** HSD is used as a fuel for Diesel Generator which is used in case of Power shut down. Matrusri Engineering College is equipped with **125KVA ,25 KVA** Kirloskar Generator.

**Solar Power:** Proposed is 50KWH (50X4X30X12)

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## **Plastic Free Campus Policy**

Plastics, being a Hazardous element in the society posing a major threat to the livelihood of Mankind and other being in the world. The environment is getting polluted at the never before pace sparing no mediums due to plastics. So it is becoming a key responsibility of every citizen of our country not just to “Say No to Plastics” but also to create awareness among the community as whole to stop this pollution and leave behind a green and pollution free place for our future generations.

So, strongly supporting the cause, from 2<sup>nd</sup> October 2015, Matrusri Engineering college, will implement the phase-wise ban on use of Plastics in its campus, in particular single use plastics.

### **Definitions:**

**Campus:** Anywhere within the boundary of the College.

**Event:** Any activity, meeting, conference, seminar, workshop, performance, speech, or gathering that takes place on the Campus.

**Single use:** Any item designed to be used once and then disposed of or destroyed.

**Single-use plastic food service ware:** Any bags, straws, cups, containers, lids, cutlery, stirrers, or plates that are made of plastic and intended only for one-time use. This definition includes compostable or biodegradable plastics (such as Oxo biodegradable or vegetable-based plastics) meeting these criteria.

**Single-use plastic bottles:** Any formed or moulded containers comprised predominantly of plastic resin and intended primarily as a single-use container containing any beverage for human consumption. This definition includes compostable or biodegradable plastic bottles meeting these criteria.

**Single-use plastic banners:** Any shape of banner made of plastic and intended only for onetime use. This definition includes compostable or biodegradable plastics (such as Oxo biodegradable or vegetable based plastics) meeting these criteria.

**Environmentally-responsible alternatives:** Any item or system that can replace the items restricted by the policy that is completely free of disposable plastic.

**Compostable:** Made solely of organic substances that break down into a stable product due to the action of bacteria in a controlled, aerobic process that result in a material safe and desirable as a soil amendment.

**Biodegradable:** Made solely of substances capable of being decomposed by bacteria or other living organism

## **Scope**

Following the mantra REDUCE, REUSE & RECYCLE, the college has resolved to implement phase-wise ban of plastics in the following fashion.

### **Phase -1**

- Ban on Single-use plastic packing materials in Canteen & stores.
- Identification & implementation of replacements for alternative food and beverages that are sold in canteen which comes in plastic packaging
- Ban on Single-use plastic bottles of 1 litre or less in volume for in-house meetings and events
- Reduction in usage of Single-use plastic banners
- Segregation of Non-Biodegradable plastics by House Keeping staff & safe disposal of the same through authorized agencies.
- Ban on use of plastic materials used for decorations at the events.

### **Implementation and Compliance**

- The college will deploy a team for the mission comprising Faculty advisors who will ensure the Planning and implementation of this Phase-wise Plastic ban in the campus.
- They will thoroughly monitor the implementation of the ban and meet frequently to asses & discuss the extend of ban.
- They also prepare the agenda for next phase of ban implementation.
- All departments inside the campus are responsible for organizing or hosting events and activities in college premises are responsible for ensuring compliance with the policy.

- College management is responsible for ensuring that the necessary facilities and procedures are in place to enable implementation of the policy, with support from the Purchase Committee, Committee on Catering and others.
- The Committee will be responsible for ensuring that restricted items are not sold or distributed in catering outlets, vending machines, or retail outlets on campus.
- The Committee will also be responsible for ensuring that catering and retail outlets will use eco-friendly materials for their packing or serving of food & beverages.

### **Awareness & Campaigns:**

The Green Warriors will also carry out awareness drives and sensitising workshops on the harmful impacts of single use plastics among the Students and Staff to encourage following

- Every student will strive to make his/her household plastic free.
- Students to be incentivised to carry out similar campaigns at community level
- Installation of necessary alternative facilities like water units to avoid the purchase and use of plastic water bottles.
- Ensure presence of alternative solutions like cloth bags etc., to plastic bottles, covers and other goods on campuses.
- Conducting events and poster competitions etc. on designing ecological and environment friendly goods to minimise the use of single use plastic.

## **POLICY DOCUMENT ON FINANCIAL ASSISTANCE TO STUDENTS**

### **Policy Document on the Award of Gold Medals/ Scholarships/Merit Certificates/Sponsoring Projects/Financial Assistance to Students**

The management of Matsuri Engineering College is always in the forefront to recognize and encourage the talent among the students. Several measures are initiated by the college to promote and motivate the students to excel in the various academic, sports and extra-curricular activities.

The students are eligible for several Honors, Awards, scholarship, and other financial assistance based on their academic performance, financial background, and other needs. Important among these are the award of Gold Medals to University Rank holders and class toppers of all the programs and sponsoring student project works.

The management has decided to provide financial assistance for the following activities.

- To Honor students who secured University Ranks with GOLD MEDAL, Cash prize and Merit Certificate.
- To award Gold Medal and Citation to Class-wise toppers in each branch of engineering by Matrusri Educational and Charitable Trust.
- To Sponsor the various activities carried out under the various chapters of technical bodies like SAE (I), IE(I) etc.
- To Reimburse project works carried out by the students as per the recommendations of the R & D committee.
- To provide Incentives to students who achieved excellence in Sports/Cultural/ Extra-curricular events at University/State/National/ International Level.
- To subsidize transportation fee to needy students.
- Any other financial support based on the recommendation of Principal.

**POLICY DOCUMENT FOR ESTABLISHING  
VARIOUS COMMITTEES**

S.No.	DESCRIPTION
1	INTRODUCTION
2	GRIEVANCE REDRESSAL COMMITTEE
3	INTERNAL COMPLAINT COMMITTEE (SEXUAL HARASSMENT OF WOMEN AT WORK PLACE)
4	ANTI-RAGGING COMMITTEE.
5	COMMITTEE FOR SC/ST STUDENTS (TO LOOK AFTER THE PROBLEMS OF SC/ST STUDENTS)
6	ESTABLISHMENT OF COMMITTEES

## 1. INTRODUCTION

Matrusri Engineering College, Saidabad, Hyderabad, Telangana is committed to support all the students for their all-round development and growth. To attend and solve the grievances of students and as per the guidelines of the AICTE and Osmania University, the management of Matrusri Engineering College has established the following committees and has been supporting the students.

- i. Grievance Redressal Committee
- ii. Internal Complaint Committee (Sexual harassment of Women at work place)
- iii. Anti-ragging committee.
- Iv. Committee for SC/ST students (To look after the problems of SC/ST students)

### **(i) GRIEVANCE REDRESSAL COMMITTEE**

As per the AICTE notification No.PG/07/ (01)/2012 & Establishment of Mechanism or Grievance redressal, the Grievance Redressal Committee is constituted in the college for the purpose of addressing the grievances of Students, Parents and others.

**Establishment of Internal Complaint Committee:** The committee is established with Principal as chairman, one Professor as convenor and three other senior faculty members.

### **Objective**

To provide opportunity for redressal of certain grievances of the students enrolled in the college and maintain good relations and the harmony in the institute.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of their day-to-day grievances. Complaints affecting one or more individual students in respect of the course content, lectures, availability of books, transportation and other facilities, Internal evaluation, tussle between students, teasing, insulting through Color, Caste/ Religion etc., are received for redressal.

## **Stages for Redressal of grievances are:**

### **First stage (Section Department level)**

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 15 days.

### **Second stage (Administration level)**

If the student is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

a. Concerned Head of the Department b. Legal Advisor c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned student within 15 days.

The representation will be disposed of in the Grievance redressal Meeting which meets as per the Requirement or at least once in a semester.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.

## **(ii) INTERNAL COMPLAINT COMMITTEE**

As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at the college and to make Matrusri Engineering College a free zone from sexual harassment, the following measures have been initiated at college level.

**Establishment of Internal Complaint Committee:** The committee is established with a lady professor as presiding officer with following eight members. Two female faculty, two non-teaching members Three student members out of which two are girl students and One member from NGO.



### **Objectives Internal Complaint Committee**

- To deal with the problems faced by the women in the campus.
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

**Frequency of meeting:** As and when required or at least once in a semester.

**Grievance Redressal Mechanism:** This committee is established with an aim and objective to provide women a safe, harassment-free and comfortable working environment with easy and readily accessible mechanism for prompt disposal of their grievances. Complaints from affecting women in respect of Sexual Harassment, Eve Teasing, misbehaving, insulting through other means etc., are received by the committee for necessary action.

### **Steps in Redressal of Complaints**

#### Step1 (Department level):

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. At this level, inquiry is conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.

#### Step2 (Committee level):

The Chairman (ICC committee) will organize the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts and may handover the case to the police for necessary action.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.

### **(iii) ANTI-RAGGING COMMITTEE**

The management of the Matrusri Engineering College has taken various precautions as per AICTE / UGC Norms to prevent ragging and ensure 100% no-ragging. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc.,

**Establishment of Anti-ragging committee:** Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations

- AICTE Anti-Ragging Notification
- UGC Regulations on Curbing the Menace of Ragging in Higher Educations
- Anti-Ragging Affidavit (Proforma)
- AICTE - Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of A.P. Legislative Assembly, 1997.

#### **Prohibition Of Ragging**

- Ragging is prohibited in the college, as per the above acts & statutory bodies.
- Ragging entails heavy fines and / or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the college/Canteen/Library etc., without permission.
- All the students must carry their Identity Cards and show them when demanded.

**Frequency of meeting:** As and when required or at least once in a semester.

#### **Objectives of Anti – Ragging Committee:**

- Creating ragging free atmosphere in and outside of the college campus.
- Committee to allot duties to all the staff members at almost all areas in the college (i.e., Departmental Buildings, Canteen, Library, parking places, play grounds, nearby bus-stops etc.) to avoid ragging activities.

- To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within the campus and outside the campus.
- Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, Meetings, and Boards in college, Canteen, corridors and surrounding areas where there is a chance of ragging.
- Awareness programs to be conducted by Matrusri Campus connect team and through meetings with the students.
- To restrain Senior students from ragging activities and create
  - (i) cordial relations among students for fulfilling organizational mission and vision.
  - (ii) awareness among students regarding ragging -free campus.
- To provide number of display boards giving detail descriptions of anti-ragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities at various places within the campus.
- **Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of Complaints affecting one or more individual students in respect of their Ragging, Eve Teasing, Insulting Through Color, Caste/ Religion, Sexual Harassment etc., are received for redressal.
- **Stages for Redressal of grievances:**
  - First stage (Section Department level):
  - The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within weeks' time.
  - Second stage (Administration level): If the student is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the committee constituted at Administration level comprising the following:
    - a. Concerned Head of the Department
    - b. Legal Advisor
    - c. Principal

- Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance, recommendations of the committee will be communicated to the concerned student within 15 days.
- All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.

**(iv) COMMITTEE FOR SC/ST STUDENTS (TO LOOK AFTER THE PROBLEMS OF SC/ST STUDENTS)**

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled **Caste (SC)** and the Scheduled Tribes (**ST**) **Cell** is constituted at institute, for promoting the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

The committee consists of Principal as chairman and other 5 faculty members, out of which two members belong to SC/ST category.

**Objectives**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

**Frequency of meeting:** As and when required or at least once in a semester.

## **Grievance Redressal System**

**Grievance Redressal Process:** This cell is established with an aim and objective to provide the students an easy and readily accessible mechanism for prompt disposal of day-to-day grievances of SC/ST students. Complaints affecting one or more individual students in respect of their teasing, insulting through color, caste/ religion etc., are received for redressal.

### **Stages for Redressal of grievances are:**

#### First stage (Section Department level):

The aggrieved Student represents his/her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the student under the signature of the In-charge / HOD within 7days.

Second stage (Administration level): If the student is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the SC/ST grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HOD, any one among the other two (b and c) would address the issue/grievance and after thorough screening, the committee will communicate to the concerned student within 15 days.

All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by students at different stages expeditiously.

# **ESTABLISHMENT OF VARIOUS COMMITTEES**

## **Constitution of Grievance Redressal Committee**

As per the policy guidelines of Matrusri Education Society, (as per the AICTE notification No.PG/07/(01)/2012 & Establishment of Mechanism or Grievance redressal (Regulations, 2012,F.No. 37-3/ Legal/2012,dated 25.05.2012), the Grievance Redressal Committee is constituted in the college.

The objective of GRC is to provide the opportunity for redressal of certain grievances of the students (or Parents of the students) enrolled in the college and to maintain good relations and the harmony amongst all the students in the institute.

The society established the GRC committee with the following members for the year 2015-2016.

### **Members of Grievance Redressal committee for 2015-2016.**

<b>Name of the Committee</b>	<b>List of Members</b>	
	<b>Name</b>	<b>Designation</b>
Grievance Redressal Committee	Dr D Hanumantha Rao, Principal	Chairman
	Dr P Hara Gopal Mani, Professor in ECE	Convener
	Prof G Veeresha Lingam, Professor in CSE	Member
	Dr T Shekaram, Professor & HOD of S&H	Member
	Mr. PVS Koteswara Rao, Assoc Professor, CED	Member

## **CONSTITUTION OF ANTI RAGGING COMMITTEE**

The management of the Matrusri Engineering College has taken various precautions as per AICTE / UGC Norms to prevent ragging and ensure zero ragging in the college. Ragging in any form inside or outside the college is banned and in order to have the peaceful atmosphere in and around the College, Canteen, Library etc.,

### **PROHIBITION OF RAGGING**

- Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997
- Ragging entails heavy fines and / or imprisonment.
- Ragging invokes suspension and dismissal from the College.
- Outsiders are prohibited from entering the hostels without permission.
- All the students must carry their Identity Cards and show them when demanded.

### **Prohibition Of Ragging In Educational Institutions Act 26 Of 1997, Promulgated By Legislative Assembly**

#### **SALIENT FEATURES:**

- Ragging within or outside any Educational Institution is prohibited.
- Ragging means doing an act which causes or is likely to cause insult or annoy or fear or apprehension or threat intimidation or outrage or injury to a student.

<b>S.No.</b>	<b>Nature of Ragging</b>	<b>Punishment</b>
1.	Teasing, Embarrassing and Humiliating.	Imprisonment upto 6 months or fine upto Rs.1,000/- or both.
2.	Assaulting or using Criminal Force or Criminal Intimidation.	Imprisonment upto 1 Year or fine upto Rs.2,000/- or both.
3.	Wrongfully Restraining or Confining or Causing Hurt.	Imprisonment upto 2 years or fine upto Rs.5,000/- or both.
4.	Causing grievous hurt kidnapping or raping or committing unnatural offence.	Imprisonment upto 5 years and fine upto Rs.10,000/-
5.	Causing death or abetting suicide.	Imprisonment upto 10 years and fine upto Rs.50,000/-

**Note:**

1. A student convicted of any of the above offences, will be dismissed from the college.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other colleges.
3. A Student against whom there is prima-facie evidence of ragging in any form will be suspended from the college immediately.

**Establishment of Anti-ragging committee:** Anti-Ragging Committee with Principal as Chairman, HODs, the faculty and staff members including SHO, MRO and students are constituted in accordance with the following statutory bodies/regulations

- AICTE Anti-Ragging Notification
  - UGC Regulations on Curbing the Menace of Ragging in Higher Educations
- Anti-Ragging Affidavit (Proforma)
- AICTE - Anti-ragging Public Notice
- Prohibition of Ragging as per Act 26 of A.P. Legislative Assembly, 1997.

**Following is the Composition of Anti Ragging Committee, established for the Academic year 2015-2016.**

To curb the menace of ragging and to make Matrusri Engineering College free zone from ragging the following measures are initiated at college level. ANTI RAGGING COMMITTEE is the apex body at Institutional level to monitor measures for preventing, prohibiting and punishing activities of ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court directives and provisions State Act. It is responsible for taking action against those found guilty of ragging and / or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

**ANTI-RAGGING COMMITTEE (for 2015-16)**

S No	Position	Designation	Name of the Staff
1	Chairman	Principal	Dr D. Hanumantha Rao
2	Vice-Chairman	HOD, S&H	Dr S.R.K.Raju
3	Coordinator	HOD, EEE	Dr. G. Ravindranath
4	Member	HOD, Civil Engg	Dr G Manohar



5	Member	Librarian	Ms. K.Jyothi
6	Member	Asst.Physical Director	Mr.KVS Harish
7	Member	Professor, S&H	Dr. S.Thiagarajan
8	Member	Placement Officer	Mr.Ch. Rajani Prashanth
9	Member	Professor, CSE	Prof. G. Veeresha Lingam
10	Member	Professor & Head-ECE	Dr. P. HaraGopalMani
11	Member	Professor, S&H	Dr.A.UmaDevi
12	Member	Assoc.Professor, S&H	Mr T Shekharam
13	Member	Associate Professor, Civil	Mr PVS Koteswara Rao
14	Member	Asst Professor, S&H	Mr.T.Vishnu
15	Member	Asst Professor, S&H	Mr D.PoornaChander Rao
16	Member	Asst Professor, ECE	Mr.D.Nagaraju
17	Member	Asst Professor, MECH	Mr C V Reddy
18	Member	Parent of 1 <sup>st</sup> year student	Mr.P.Sathish
19	Member	Parent of senior student	Mr.S.S.Shastry
20	Member	Station House Officer	Saidabad Police Station

**Duration of the committee members:** Principal is the permanent member and chairman of the Anti-Ragging committee. Other members can be continued, added or retired every year, as per the availability / other assignments.

**Objectives of Anti - Ragging Committee:**

- Creating ragging free atmosphere in and outside of the college campus.
- Committee to allot duties to all the staff members at almost all areas in the college (i.e., Departmental Buildings, Canteen, Library, parking places, play grounds, nearby bus-stops etc.) to avoid ragging activities.
- To form Anti-ragging squads comprising of faculty members, non-teaching staffs and senior and to make surprise visits to very sensitive location within the campus and outside the campus.

- Wide canvassing about anti-ragging, is to be done in the forms of display of Flexi banners, Meetings, and Boards in college, Canteen, corridors and surrounding areas where there is a chance of ragging.
- Awareness programs to be conducted by Matrusri Campus connect team and through meetings with the students.
  - To restrain Senior students from ragging activities and create
  - cordial relations among students for fulfilling organizational mission and vision.
  - awareness among students regarding ragging -free campus.
  - To provide number of display boards giving detail descriptions of anti-ragging activities, Supreme Court directives and penalty liable to be imposed on those involved in such activities at various places within the campus.

### **ESTABLISHMENT OF INTERNAL COMPLAINT COMMITTEE (ICC)**

As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at our college and to make Matrusri Engineering College a free zone from sexual harassment, the following measures have been initiated at college level.

An Internal Complaint Committee (ICC) has been constituted on 20<sup>th</sup> April 2015(for 2015-2016) with the following Teaching staff, non-teaching staff and student members of our college (as per AICTE guideline). This Committee monitors the measures for preventing, prohibiting and punishing activities of sexual harassment on women, within and outside of the college campus.

#### **ICC Members (Anti-Sexual Harassment Committee) for 2015-2016**

<b>S. No.</b>	<b>Name of the Staff</b>	<b>Position</b>	<b>Designation/Department</b>
1	Mrs. Y. Aparna	Presiding officer	Asst. Professor, S&H
2	Mrs. M. Saritha	Member	Assistant Professor, EEE
3	Mrs. K. Udaya Sree	Member	Assistant Professor, Civil
4	Mr. K. V. S. Harish	Member	Asst. Physical Director
5	Mr. K. Shankar	Member	Technician
6	Miss. M. Susmitha	Member	Mech 4/4-Student (Girl)
7	Miss. M. Soujanya	Member	Mech 4/4-Student (Girl)
8	Mr. G. Bharadwaj	Member	Mech 4/4-Student
9	Mrs. G.Prasanna Lakshmi	Member	SewaBharathi (NGO)

### **Objectives**

- To deal with the problems faced by the women in the campus.
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

**Frequency of meeting:** As and when required or at least once in a semester.

### **Grievance Redressal Mechanism:**

This committee is established with an aim and objective to provide women a safe, harassment-free and comfortable working environment with easy and readily accessible mechanism for prompt disposal of grievances. Complaints from affecting women in respect of Sexual Harassment, Eve Teasing, insulting through Colour, Caste/ Religion etc., are received by the committee for necessary action.

### **Steps in Redressal of Complaints:**

#### **Step1 (Department level):**

The aggrieved woman represents her grievance either in person or through Online or Writing to the concerned Person In-charge in the Dept, which is acknowledged. At this level, inquiry is conducted and try to resolve the issue with the conscience of the Chairman (ICC). Otherwise, the complaint is forwarded to the Chairman (ICC committee) for redressal.

#### **Step2 (Committee level):**

The Chairman (ICC committee) will organise the meeting with all the members. After inquiry and examination of the issue, the committee will initiate the suitable action against the erring people. The committee may initiate serious punishment against the repeaters of such acts.

The complaint will be generally disposed of within a week's time. All the officers try to put in their best efforts to examine and redress the genuine grievances submitted by women.

## **ESTABLISHMENT OF COMMITTEE FOR SC & ST STUDENTS** **(SC & ST cell)**

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled **Caste (SC)** and the Scheduled Tribes (**ST Cell**) is constituted at our institute, which promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

After the discussions with HODs and Members of Management, the following committee has been established, on 28th April 2015 for the academic year **2015-2016**, to look into the problems and needs of the students belong to SC & ST category in our college.

<b>S. No.</b>	<b>Position</b>	<b>Designation</b>	<b>Name of the Staff</b>
1	Chairman	Principal	Dr. D. Hanumantha Rao
2	Member	Professor, S&H	Dr. A.UmaDevi
3	Member	Assistant Professor, Mech	Mrs. B. Laxmi
4	Member	Assistant Professor, Civil	Mr. T. Raja Ramanna
5	Member	Assistant Professor, ECE	Mr. M. Naresh
6	Member	Assistant Professor, CSE	Mrs. B.J.Praveena

### **Objectives**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

**Frequency of Meeting:** At least once in a semester

## CULTURAL & SPORTS COMMITTEE

**The following Cultural & Sports Committee is constituted in the college for the  
AY: 2019-2020.**

### **Objectives:**

1. Committee provides all the necessary facilities in the college.
2. To Plan & organize the cultural and Sports activities in the college, on different occasions, by encouraging the students for active participation.
3. To encourages the students to participate in competitions at state and national level.

### **Composition of the Cultural & Sports Committee (CSC) (2019-20)**

<b>S.NO</b>	<b>Name of the faculty</b>	<b>Position</b>	<b>Designation</b>
<b>1.</b>	Dr.D. Hanumantha Rao	Chairman	Principal
<b>2.</b>	Dr. T. Shekaram	Vice Chairman	Professor & Head, S&H
<b>3.</b>	Ms. K. Sandhya	Coordinator	Asst. Prof, S&H
<b>4.</b>	Mr. K V S Harish	Co- Coordinator	Asst. Physical Director
<b>5.</b>	Dr. M. Krishna	Member	Asst. Professor, MECH
<b>6.</b>	Mr.T.Vishnu	Member	Asst. Professor, Chemistry
<b>7.</b>	Mr. D Purnachandra Rao	Member	Asst. Professor, S&H
<b>8.</b>	Mr.C.Venkateshwara Reddy	Member	Asst. Professor, MECH
<b>9.</b>	Mr. Prashanth Kubrekar	Member	Asst. Professor, S&H
<b>10.</b>	Tanishq Jaiswal (MED)	Member	Student
<b>11.</b>	K. Shiva Shruthi (EEE)	Member	Student

**GRIEVANCE REDRESSAL COMMITTEE**  
**(FOR 2019-2020)**

As per the AICTE notification No.PG/07/(01)/2012 & Establishment of Mechanism or Grievance redressal (Regulations, 2012,F.No. 37-3/Legal/2012,dated 25.05.2012), the Grievance Redressal Committee is constituted in the college for the purpose of addressing the grievances of Students, Parents and others. .

**Objective**

To provide opportunity for redressal of certain grievances of the students enrolled in the college and maintain good relations and the harmony in the institute.

**Composition of the grievance redressal committee (AY:2019-20)**

<b>Name of the Committee</b>	<b>List of Members</b>	
	<b>Name</b>	<b>Designation</b>
<b>Grievance redressal committee</b>	Dr D Hanumantha Rao, Principal	Chairman
	Dr N.Srinivasa Rao, Professor in ECE	Convener
	Dr.Vijayapal Reddy, Professor in CSE	Member
	Dr T Shekaram, Professor & HOD of S&H	Member
	Mr. PVS Koteswara Rao, Assoc Professor, CED	Member
	Mr.Abhiram, BE <sup>3</sup> / <sub>4</sub> student	Member

## **COLLEGE LEVEL ANTI-RAGGING COMMITTEE (AY-2019-20)**

To curb the menace of ragging and to make Matrusri Engineering College free zone from ragging the following measures are initiated at college level. ANTI RAGGING COMMITTEE is our apex body at Institutional level to monitor measures for preventing, prohibiting and punishing activities of ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court directives and provisions State Act. The composition of the committee is as under:

<b>S No</b>	<b>Position</b>	<b>Designation</b>	<b>Name of the Staff</b>
1	Chairman	Principal	Dr D. Hanumantha Rao
2	Vice-Chairman	HOD, S&H	Dr T. Sekharam
3	Coordinator	Asst Professor, S&H	Mr M. Yuva Raju
4	Member	HOD, Civil Engg	Dr G Manohar
5	Member	HOD, EEE	Dr. G. Ravindranath
6	Member	HOD, ECE	Dr N Srinivasa Rao
7	Member	Professor, ECE	Dr. PHG Mani
8	Member	HOD, CSE	Dr P Vijaya Pal Reddy
9	Member	Professor, CSE	Prof. G. Veerasha Lingam
10	Member	HOD, Mech. Engg	Dr MV Kishore
11	Member	Asso. Professor, Civil	Mr PVS Koteswara Rao
12	Member	Asst Professor, S&H	Mr T Vishnu
13	Member	Asst Professor, S&H	Mr D Purnachandra Rao
14	Member	Asst Professor, ECE	Mr D Nagaraju
15	Member	Asst Professor, MECH	Mr C V.Reddy
16	Member	Asst Professor, S&H	Mr Prashanth Kuberkar
17	Member	Station House Officer	Saidabad Police Station
18	Member	MRO	Saidabad Mandal
19	Member	Student	Mr Sai Krishna
20	Member	Attender	Mr T Om Prakash

**INTERNAL COMPLAINT COMMITTEE (ICC)**  
**FOR AY:2019-2020**

As per the section 4 of sexual harassment of women at workplace (Prevention and Prohibition and Redressal Act, 2013) and to curb the menace of Sexual harassment of women at our college and to make Matrusri Engineering College a free zone from sexual harassment, the following measures have been initiated at college level.

An Internal Complaint Committee (ICC) has been constituted with the following Teaching staff, non-teaching staff and student members of our college (as per AICTE guideline). This Committee monitors the measures for preventing, prohibiting and punishing activities of sexual harassment on women, within and outside of the college campus.

**Objectives**

- To deal with the problems faced by the women in the campus.
- To create awareness in the college about the consequences of sexual harassment.
- To take all the necessary steps to improve confidence among all the women (staff and students) at the college.
- To create safe and comfortable working environment to women.

**Composition of the grievance redressal committee (AY:2019-20)**

<b>S. No.</b>	<b>Name of the Staff</b>	<b>Position</b>	<b>Designation/Department</b>
1	Mrs.K.Sandhya	Presiding officer	Asst. Professor, S&H
2	Mrs. M. Saritha	Member	Assistant Professor, EEE
3	Mrs. K. Udaya Sree	Member	Assistant Professor, Civil
4	Mr. K. V. S. Harish	Member	Asst. Physical Director
5	Mr.K.Shankar	Member	Technician
6	Miss. Meera	Member	ECE 4/4 -Student (Girl)
7	Miss K. Susmitha	Member	Mech 4/4-Student (Girl)
8	Mr.SuryaDatta Sudhakar	Member	Mech 4/4-Student
9	Mrs. G.Prasanna Lakshmi	Member	SewaBharathi (NGO)



## **SC & ST CELL (AY: 2019-20)**

As per the UGC guidelines (as per the Scheduled Caste and the Scheduled Tribes (prevention of atrocities act 1989, no.33 of 1989, dated 11.09.1989), the Scheduled **Caste (SC)** and the Scheduled Tribes (**ST**) **Cell** is constituted at our institute, which promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

### **Objectives**

- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To ensure provisions of an environment where all such students feel safe and secure.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To provide the mechanism to redress the grievance of SC/ST students, if any
- To ensure protection and reservation as provided in the constitution of India.
- To make aware the SC/ST students regarding various scholarships program of State Govt. and UGC.

### **Composition of the grievance redressal committee (AY:2019-20)**

<b>S. No.</b>	<b>Position</b>	<b>Designation</b>	<b>Name of the Staff</b>
1	Chairman	Principal	Dr. D. Hanumantha Rao
2	Member	Asst. Professor (S&H)	Mrs. Y. Aparna
3	Member	Assistant Professor, ECE	Mr. K.Sravan Kumar
4	Member	Assistant Professor, Civil	Mr. T. Raja Ramanna
5	Member	Assistant Professor, ECE	Mr. M. Naresh
6	Member	Assistant Professor, CSE	Mrs.B.J.Praveena

## **Infrastructure Maintenance Policy**

Matrusri Engineering College has ample infrastructure for teaching various engineering programs. The college has an established system for maintenance and utilization of physical facilities and infra structure. The maintenance of the facilities are handled by a Maintenance Committee. The committee meets periodically to look after various maintenance issues.

### **Maintenance Committee**

S.No	Position	Designation	Name of the Staff
1	Chairman	Principal	Dr.D.Haumantha Rao
2	Coordinator	Assoc Prof,Civil	Mr.S.Venkata Chary
3	Coordinator	HOD EEE	Dr.G.Ravindranath
4	Coordinator	HOD CIVIL	Dr.G.Manohar
5	Coordinator	HOD MECH	Dr.M.V.Kishore

### **Aim**

To maintain the infrastructure and ensure the maximum efficiency and availability of equipment, utilities and related facilities under satisfactory conditions of quality, safety and protection.

### **Responsibilities**

- To ensure proper maintenance of physical property and facilities in the campus.
- Ordinary preventive maintenance.
- Long range plans for repairs/replacement of equipment.
- Regular review of the conditions of infrastructure and other facilities.
- To assess the budget for maintenance every year and get it approved

## **Maintenance of Physical Facilities:**

The institute has a Network administrator, plumber, electrician to prevent break down of facilities such as lift, generator, Wifi, power.

The maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff and student's amenity areas, cafeteria are monitored by a supervisor. Housekeeping services and security services are outsourced on annual contract basis.

Fire Extinguishers are located at various places in the buildings and Fire Safety mechanisms are followed in the buildings.

## **Maintenance of Classrooms, Furniture and Laboratories:**

Class rooms along with LCD projectors, furniture, tube lights and fans are inspected regularly by attendants and department staff. If any damage is found immediately it is reported to the Head of the Department. The Head of the Department report the issue to the maintenance supervisor for further action

The laboratory staff take care of equipment regularly and report if any damage occurs to the respective Head of the Department. The calibration of the laboratory equipment is done at the end of each academic year.

## **Maintenance and Utilisation of Seminar Halls**

The Utilisation and housekeeping of Seminar halls is maintained by a supervisor. The Seminar halls are used for conducting various events, meetings. For allotment of seminar hall for any activity, the coordinator has to submit a letter through HOD.

### **Maintenance of computers**

Network Administrator and his support staff maintain the facilities including computers and servers, printers, projectors. The keyboards and mouse and other necessary peripherals are replaced as and when required. The annual maintenance includes the required software installation, antivirus and up gradation Campus Wi-Fi is maintained.

### **Maintenance of Sports and Games Facility**

The Sports equipment and gymnasium is maintained by the Physical Director. The sports facilities like Volley ball court, throw ball court and basketball court are inspected regularly for any net damage. Regular markings of the court and ground maintenance is done periodically.

### **Maintenance of Campus Cleanliness**

Cleanliness of the campus is maintained by outsourcing team. Cleaning of the campus is done before the commencement of the classes every day. A supervisor is appointed to check the cleanliness.

### **Maintenance of RO plant and Rain Water Harvesting pits**

The RO plant and rain water harvesting pits are maintained by the plumber of the college. The college provides purified drinking water to all the staff and students. Annual Maintenance of the RO plant is given to external agency.

The landscaping and maintenance of the garden and plants is outsourced on annual contract basis.

### **Annual Stock Verification**

Annual stock verification is done for all laboratories, library and a report is submitted to Principal every year for necessary maintenance and corrective measures.

## **Human Resources Policy**

### **Table of Contents**

S No	Description
1	HR Policy
2	Objectives, Man Power Planning
3	Recruitment & Selection, Training and Development
4	Development Programme Facilities, Promotion Policy, Employee Turnover
5	Performance Appraisals, Objectives of Appraisals, Salary Administration
6	Employees Benefits and Social Security, Grievance Mechanism
7	Service Rules

## **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) Enlightening 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.

## **Committee Compositions, Roles and Responsibilities of Institutional Bodies, Faculty & Staff**

### **Index:**

<b>S. No</b>	<b>Particulars</b>
1.	Organization Chart
2.	Governing Body
3.	Executive Council (EC) of the Society
4.	College Academic Council
5.	IQAC
6.	Principal
7.	Vice-Principal
8.	Head of the Department
9.	Faculty Coordinator & Incharge
10.	Administrative Staff Coordinators & Inchargers
11.	Grievance Redressal Committee
12.	Anti-Ragging Committee
13.	Internal Complaint Committee
14.	SC & ST Cell/ OBC Cell
15.	Minority Cell

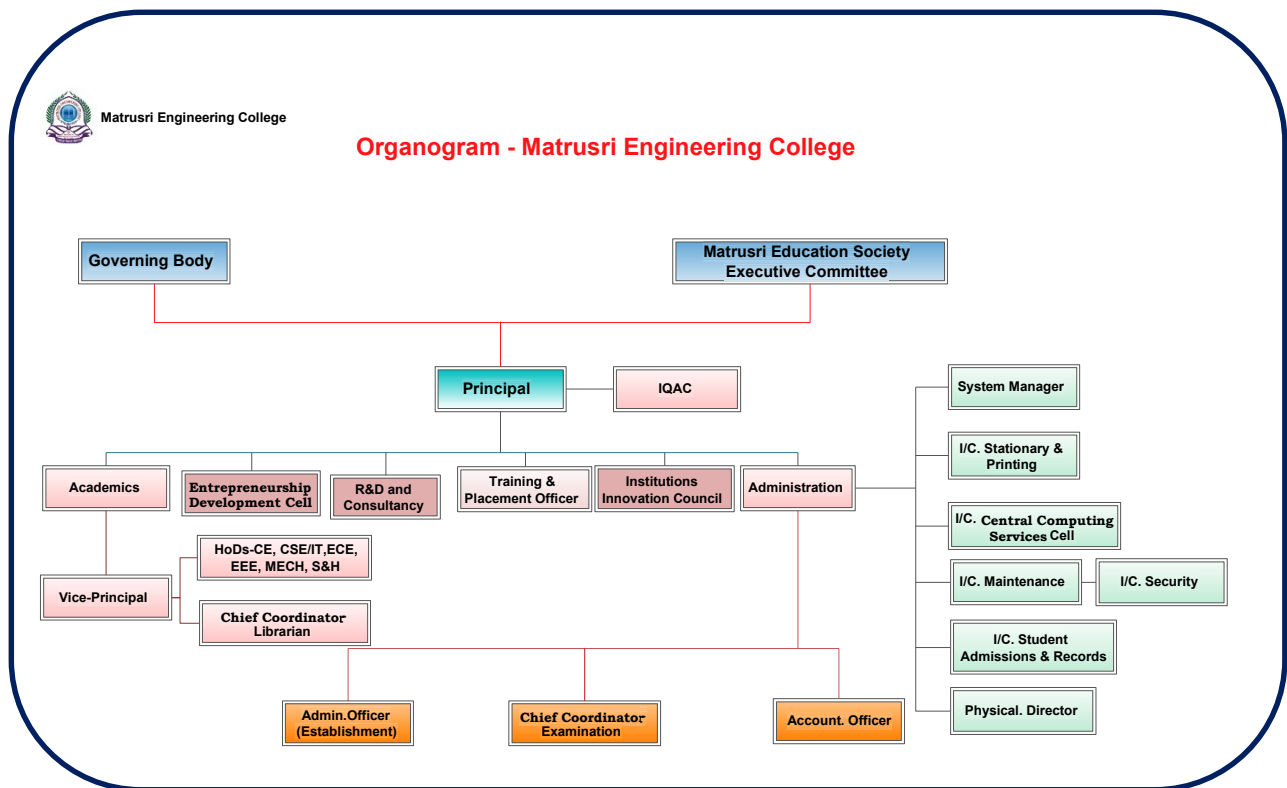
**Core Values:**

Core values deliver the basis for all the academic, student and social programs and activities. The stated core values support the mission of Matrusri Engineering College.

- Enhance professionalism with good human values.
- Encouraging students to become productive, participating citizens.
- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Continuously evaluate and improve programs, services, systems, and policies
- Promote creativity and innovation in all activities.
- Recognize and support staff and student contributions.
- Create healthy atmosphere for effective teaching–learning process.
- Encourage interdepartmental collaboration.
- Recognize, appreciate, and celebrate the strength of diversity.
- Encouraging students to become productive, participating citizens.
- Sharing of experience, knowledge and skills.

# Organizational Structure

Organizational chart showing the various functions and hierarchy is given in Figure below.



## **Governing Body**

The college is governed by the Governing Council for policy decisions and Executive Committee for day-to-day affairs. Seven Sub-committees are formed for an in-depth analysis of each issue / matter. Actual decision-making rests with these committees which are later ratified / modified by the Executive Committee and Governing Council. The title of each Sub-committee is indicative of its functions.

### ***Following are the details of Governing Body members:***

The Governing Council is the policy making body of the college and meets at least once in six months. All the actions taken by the administration is to be ratified by this council.

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Dr. K. P. Srinivas Rao, Chairman, MES	Chairman
2	Sri. P. V. R. Kashyap, Vice Chairman-1, MES	Secretary
3	Sri. M. Krishna Kumar, Secretary, MES	Member
4	Sri. J. Sudhakar, Treasurer, MES	Member
5	Sri. M. V. Vasudeva Rao, Joint Secretary, MES	Member
6	Sri. R. Partha Saradhi, Member, MES	Member
7	Sri. K. Radha Kishan Rao, Member, MES	Member
8	Regional Director, SCRO, AICTE	Member
9	Sri. S. Gopinath, Scientist 'G', DRDL	Member
10	Prof. A. Krishnaiah, Dept. of ME, UCE, OU	Member
11	DTE Nominee	Member
12	Dr. M. V. Kishore, Assoc. Professor, Mech Dept.	Member
13	Dr. Pallavi Akhil Khare, Assoc. Professor, ECE Dept.	Member
14	Dr. D. Hanumantha Rao	Member Secretary



## **EXECUTIVE COMMITTEE**

The executive committee of Matrusri Education Society is the pivotal decision-making body of the Society for all the colleges run by the Society. All the members of the Society are usually members of the Executive Committee. The term of the Office Bearers and members of EC is 3 years. The executive committee is headed by a Chairman, Vice-Chairman (2), Secretary, joint. Secretary, Treasurer and members(10).

The Society first established Maturi Venkata Subba Rao Engineering College or MVSR Engineering College in 1981 which is now located in a sprawling campus at Nadergul, RR Dist., Telangana.



<b>S No</b>	<b>Name of the member</b>	<b>Qualification</b>	<b>Position in EC</b>
1	Dr KP Srinivas Rao	MBBS, MS (Ophtho)	Chairman
2	Sri M Krishna Kumar	M Com, MS (Psy), MBA, LLM	Vice Chairman-I
3	Sri T Jitendranath	B Com, LLB	Vice Chairman-II
4	Sri J Sudhakar	B Com	Secretary
5	Smt K Uma Devi	MA	Joint Secretary-I
6	Sri MVS Pavan Kumar	B Com	Joint Secretary-II
7	Sri MV Vasudeva Rao	B Com	Treasurer
8	Sri MBS Purushottam	MIE, FIE	Member
9	Sri K Venkata Ratnam	B Sc., LLB	Member
10	Sri R Partha Saradhi	M Tech	Member
11	Sri K Seetha Ram Babu	BE., MBA	Member
12	Dr K Radhakishan Rao	MBBS, MD (Rad)	Member
13	Sri PVR Kashyap	BE	Member
14	Sri A Vasanth Kumar	B Com, LLB	Member
15	Smt Hiranmayi	BA	Member
16	Smt M Sagarika	B Tech	Member

Taking decisions or giving approval for decisions taken by sub committees regarding matters such as building construction, major equipment purchase, applications for new courses / additional intake, affiliation of courses, staff matters, faculty recruitment, major student welfare measures etc.

### **Various Sub-committees and their functions:**

<b>S No</b>	<b>Name of the Sub-committee</b>	<b>Functions &amp; responsibilities of the committee</b>
1	Legal affairs Committee	Monitors all legal issues of society, and court cases of staff and students and filed solutions for the cases placed before the committee.
2	Staff Affairs Committee	Deals all matters related to teaching and non-teaching staff for fixing and modifying norms of selection, promotion, anomalies and other matters. This committee also deals of faculty requirements, New lab developments, teaching loads, staff attendance, leave entitlement, sanction of lien to faculty, vacation etc.,

3	Campus Development Committee	Makes plans for utilization of open space, construction of buildings, call for tenders, scrutiny, finalization of contracts, periodical review of construction activities, amendments wherever necessary, development of greenery in and around the Campus, protection of the property and other related matters.
4	Purchase Committee	Deals with the procurement of asset items i.e lab equipments, library books, classroom furniture items, laboratory facilities, class room facilities, calling and finalizing tenders for bulk purchase of consumables and stationery items etc. as per the budget provisions.
5	Finance & Planning Committee	Main areas of Finance & Planning Committee are collecting department wise requirement proposals, arriving their costs, preparing budgets, implementation of budgets, review of budgets at stipulated intervals, utilization of funds, sanction of funds for various purposes, monitoring cash flow and fund flows, providing budget and funds for construction of buildings and other amenities in the campus from time to time.
6	Student Affairs & College Cultural Programmes Committee	Main areas of this Committee are related to students attendance, disciplinary activities, promoting harmonious relationship among the students, thriving for quality education, inviting suggestions from students, solving their problems etc. and also conducting cultural events, sports activities, elocutions, seminars and workshops, traditional activities. This committee will execute all the above activities with the approvals from Governing Body and Executive Committee.
7	Advisory Committee	This committee will take up matters of advising on promotional activities, development activities, quality improvement, viability of courses, utilization of funds and utilization of space available in the campus, staff matters, legal matters and in other areas where their suggestion is necessary

## **College Academic Council (CAC)**

The College had formulated college academic council committee to monitor/access all academic activities and to obtain directions for improving the quality of programs offered by the institution. The composition consists of principal, academic coordinator, 01 senior academician from university/other institutions, 01 industrial nominee, head of the department and section heads are listed below. The following composition is valid for 02 academic years and it should meet twice in an academic year. Any changes in the members composition should be listed in agenda discussed for necessary action.

College Academic Committee (CAC): 13 Members

<b>S. No</b>	<b>Name of the Members</b>	<b>Designation</b>
1.	Dr. D. Hanumantha Rao, Principal, MECS	Chairman
2.	Sri.M. Krishna Kumar, Vice-Chairman	Member
3.	Prof. Ravi Shanker, IIT, Hyderabad	Member
4.	Dr. Koduri Srinivas	Member
5.	Dr P Vijayapal Reddy, HOD - CSE	Member
6.	Dr G Ravindranath, HOD-EEE	Member
7.	Dr G Manohar, HOD- Civil	Member
8.	Dr MV Kishore, HOD- Mech	Member
9.	Dr T Shekaram, HOD- S&H	Member
10.	Dr M. Venu Gopal, Vice-Principal, College Academic Coordinator	Member
11.	Mr PVS Koteswara Rao, Associate Professor Examination Branch	Member
12.	Mrs. K Jyothi Librarian	Member
13.	Mr.S. Anil, Superintendent Academic & Scholarships Section	Member

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

<b>S. No.</b>	<b>Name and Designation</b>	<b>Role in IQAC</b>	<b>Composition</b>
1.	Dr. D. Hanumantha Rao Principal, MECS	Chairperson	Head of the Institute
2.	Dr. G. Manohar HOD, CIVIL	Member	Faculty Representatives at all levels
3.	Dr.P. Vijayapal Reddy HOD, CSE	Member	
4.	Dr.N. Srinivas Rao HOD, ECE	Member	
5.	Dr. G. Ravindranath HOD, EEE	Member	
6.	Dr.M.V. Kishore Associate Prof., Mech	Member	
7.	Mr. Ch. Rajani Prashanth Asst. Prof., S&H & TPO	Member	
8.	Dr. K.P. Srinivas Rao Chairman, MES	Member	
9.	Dr. M. Venu Gopal Prof, in CIV, Vice-Principal	Member	Senior Administrative Faculty
10.	Dr.T. Shekaram HOD, S&H (Academic Coordinator)	Member	
11.	Dr. P.Hara Gopal Mani Prof., ECE, Chief Coordinator- RDC Cell	Member	
12.	Mr.P.V.S. Koteswara Rao Assoc. Prof., CIV, I/C.- Exam Br.	Member	
13.	Mr. A. Radha Krishna Accounts Officer	Member	
14.	Mr. Abhay Joshi Secretary, Alumni Association	Member	
15.	P.M.Shafi ur Rahaman Khan, Deputy Manager-HR, Tata Projects Lmt.	Member	Nominee from Employers
16.	Dr. Sivaprasad Project Director, RCI/DRDO	Member	Nominee from Industrialists
17.	Ms. Kadaru Keerthu HT.No: 160817-736-007	Member	Student Nominee
18.	Dr. M. Sushanth Babu Professor, ECE	Member Secretary (Coordinator)	Coordinator of the IQAC

**Functions and Responsibilities:**

- The institution aims in standardizing. Continuous efforts have been made to grow academic standards.
- Implementation of LMS (WINNOU)
- Program outcomes and program specific outcomes are developed and implemented rigorously and reviewing CO-PO/PSO Mappings of each courses
- Using ICT tools and e-teaching-learning methods in education.
- Institution is provided with good Wi-Fi connectivity and the online videos and the NPTEL videos for the ongoing subjects are provided in college web portals.
- In order to enhance and strengthen ICT techniques, institution provides soft skills hour and library periods.
- Faculty uses google classrooms and cloud for providing the required study material and the online textbooks.
- Providing campus recruitment training & carrier advancement counselling from second year onwards for excelling in campus drives.
- Every department signed MOUs with concerned industries for eyeing real time exposure and also for internships.

## Responsibilities of Principal



**Dr. D. Hanumantha Rao**

M Tech, PhD, FIE

One of the important responsibilities of a Principal is regulation of academic and general administration and monitoring the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education (AICTE) and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities.

- Designs and defines the organization's structure.
- Defines and delegates responsibilities of various positions in the organization
- Ensures periodic monitoring & evaluation of various processes & sub- processes
- Looks after the overall development of institute
- Mobilizes external resources to strengthen the institute
- Plans & provides for necessary facilities / equipment for development.
- Instills confidence and devotion in every member of the College
- Ensures effective purchase procedure is followed
- Defines quality policies and objectives
- Prepares annual budget
- Conducts periodic meeting of various bodies such as Governing Body, College Academic Council and Grievances Redressal Committee, etc.
- Manages Accounts and Finance
- Manages employee recruitment process

## **Responsibilities of Vice-Principal**



**Dr. M. Venu Gopal**


M.E, M.Tech, Ph.D, LMISTE, FIE, FIV

### **Duties and Responsibilities of Vice-Principal (Academic)**

- During leave or vacation of principal, the vice-principal shall discharge all the duties and responsibilities of the principal.
- Follow the guidelines/instruction given by the principal from time to time
- Ensure academic discipline.
- Verify course files along with HOD once in a semester and ensure the information provide is in accordance with the format.
- Make sure that the class time-tables are prepared as per the guidelines given by the principal and coordinate with all departments.
- Verify student mentoring system of all departments twice in a semester.
- Interact with students (section wise) along with HOD of their branch once in a fortnight; identify the problems and solutions in consultation with the principal.
- Verify the student attendance registers maintained by the staff members once in a month and submit a report to the principal.
- Ensure smooth conduct of continuous internal evaluation in all departments by maintaining quality of question papers asper instructional from the principal and maintain the confidentially and also valuate the scripts promptly to meet the dead line given by principal.
- Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- Any other work entrusted by the principal and chairman/secretary.



## Functions and Responsibilities of Head of the Department

			
Professor & Head of Department CIVIL	Professor & Head of Department CSE	Professor & Head of Department ECE	
			
Professor & Head of Department EEE	Assoc. Professor & I/C Head of Department IT	Assoc. Professor & Head of Department MECH	Professor & Head of Department S&H

The following are some of the important responsibilities.

- Plans, executes, and monitors academic and support activities of the department
- Maintains discipline and culture in the department
- Maintains the department neat and clean
- Picks and promotes strengths of students / faculty / staff
- Proposes Department Budget
- Adheres to Quality Management System (QMS) Procedures
- Maintains records of departmental activities and achievements
- Proposing annual budget for Employee Development Programs
- Maintain Employee training records
- Oversee Employee Attendance System & Maintain the monthly attendance report
- Preparation of time tables

- Monitoring of lectures and practical
- Oversees student, and faculty counseling
- Conduct of internal examinations
- Collecting students feedback
- Fortnightly cumulative attendance of students
- Co-ordinate the activities of class advisors
- Monitoring submission of Internal theory and external lab examination mark lists
- Students Counseling
- Student discipline
- Facilitating career guidance to students
- Assisting students suffering from psychological disorders
- Arranging for professional counselors
- Maintaining record of counseling activities
- Conducting student academic counseling
- Arranging remedial classes for weaker students
- Arranging Parent Teacher meetings

## Functions and Responsibilities of Faculty Coordinator & Incharge



Dr. M. Ramesh  
Asst. Prof, Dept of  
S&H  
Coordinator-  
Examinations



Mr S Venkata Chary  
Assoc.Professor, Dept  
of Civil I/c  
Maintenance Cell



Dr. M. Venu Gopal  
Professor, Dept of  
Civil  
Coordinator-  
Academics



Dr M Yuvaraju  
Asst Professor, Dept  
of S&H  
I/c Student  
Admissions &  
Records



Dr M Sushanth Babu  
Professor, Dept of  
ECE  
Coordinator- Industry  
Institute Interaction  
Cell & IQAC



Dr G Ravindranath  
Professor, Dept of  
EEE  
I/C Quality  
Management System



Prof. K.S.R Murthy  
Coordinator- R&D &  
Consultancy Cell



Mr V Harinadh  
Asst. Prof, Dept. of  
MECH  
Coordinator -  
Entrepreneur  
Development Cell



Dr K Sunil Manohar  
Reddy  
Associate Professor,  
Dept of CSE  
I/c Systems Admin



Mr Ch Rajini  
Prashanth  
Asst Professor, Dept  
of S&H  
Coordinator-Training  
and Placement Cell



Dr G Shyam Chandra  
Prasad  
Assoc.Prof, Dept of  
CSE  
I/c Student  
Professional  
Activities



Dr Pallavi Khare  
Assoc. Prof, Dept of  
ECE  
I/c Alumni  
Association

The following responsibilities of various academic and administrative coordinators and inchargers

**Coordinator-Examinations:**

- Facilitates Computation of total requirement of invigilators for each department
- Seating arrangements for external examinations
- Conduct of External examinations (theory and practical)
- Monitoring of External Examinations
- Arranging dispatch of Answer Script bundles to university
- Attending meetings with Controller of Examinations of University
- Arranging required number of subject experts for evaluation at university
- Conducting Evaluation of Answer Scripts sent by university as and when required
- Downloading of question papers from university and printing, ensuring confidentiality
- Preparation of Result Analysis
- To interact with University for exam related works.
- Preparation of remuneration bills of invigilators, examiners (Internal as well as external), sending the same to university and disbursement after receiving from university
- To review from time to time, the results of university examinations and forward reports thereon to the Principal.

**Coordinator- Academics:**

- Ensures execution of academic calendar for UG
- Oversees the teaching-learning process
- Faculty Performance Appraisals
- Faculty Research Review
- Carries out result analysis and suggests corrective measures to Principal
- Initiates remedial teaching measures
- Facilitates proper conduct of co-curricular activities
- Oversees first year student orientation program
- Oversees Faculty Development Programs (FDPs)

### **Coordinator- Industry Institute Interaction Cell & IQAC:**

- To arrange Interaction between the industry and the academia/students
- To coordinate workshops, conferences involving industry personnel
- To arrange industrial training/visits for faculty and students
- Involve industry personnel in research activities of faculty
- Identify possible consultancy projects from industry
- Guest lectures/seminar to be delivered by industry experts
- To involve experts from industry in the development /review of the curriculum
- Identify avenues for students internships/projects in industry
- To encourage faculty to solve technical problems faced by the industry
- To train industry personnel in fundamental concepts / specialized areas

### **Coordinator- R&D & Consultancy Cell:**

- R&D and Consultancy projects of various funding agencies like DST, UGC and AQIS of AICTE and communicate to HoDs
- R&D proposals to various funding agencies put up by heads of the departments.
- Funding or infrastructure to be provided by College.
- Possible contribution by industry or other agencies to R&D.
- Establishment of specialized facilities for testing or skill training
- Ongoing Consultancy activities and additional support for furtherance
- Funding student UG and PG projects with R&D orientation
- Patent proposals

Record of the activities, deadlines, related correspondence.

### **Coordinator -Entrepreneur Development Cell:**

- To Motivate and train Engineering Students to become Entrepreneurs generating jobs for self and for others.
- To Conduct
  - Entrepreneurship Awareness Camps (EAC)

- Entrepreneurship Development Programs (EDP)
- Faculty Development Programs (FDP)
- Skill Development Programs (SDP)
- To Assist in starting Enterprises/Industries covering:
  - Product/Service Identification
  - Market Survey
  - Preparation of Project Reports
  - Financial Assistance
- To Develop Technology Business Incubation (TBI) Centers

**Coordinator-Training and Placement Cell:**

- Liaisons with industry
- Identifies and provides for training needs of students
- Arranges campus interviews
- Proposes annual T & P budget
- Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc. for which services of some students could be utilized.
- Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
- Prepares an audio-video presentation or a colorful hand-out on the college to be presented to potential employers.
- Compiles and maintain a data bank on student profiles and (video) resumes along with their photographs.
- Prepares a placement brochure having all the student profiles.
- Undertakes a rigorous placement campaign.
- Assists employers achieve their hiring goals.
- Empowers students with life-long career decision-making skills.
- Provides resources and activities to facilitate the career planning process.
- Up gradation of the students' skill sets commensurate with the expectations of the industry.
- Generation of awareness in the students regarding future career options available to them.
- Assisting our students in obtaining final placement in reputed companies.

- Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants.
- Organizes placement training for the students and make them ready for interview and group discussion.
- Shall be a live wire connecting the students and the industrial houses.
- Helps departments to find suitable summer assignments to the students

**Incharge Student Professional Activities:**

- Recommend the events through student's professional societies/ chapters.
- Coordinates QEEE programs
- Organize events through students professional societies / chapters
- Organize paper and design contests
- Encourage student participation
- Publication of technical magazine and news letters
- Record of student participation and achievements in Co-curricular and extracurricular activities
- Maintain record of such events

**Incharge Systems Admin:**

- Student Daily Attendance Records
- Student Information Access
- Maintains Faculty and Staff Biometric Attendance.
- Inclusion and deletion of staff
- Coordinate with Academic Section for Students information
- Maintains Student Bio data for Academic Information
- Maintenance of CCTV Footage

**Incharge Alumni Association:**

- Facilitates formation and registration of Alumni Association
- Arranges periodic meetings of Alumni association
- Ensures alumni registration
- Prepares alumni newsletter
- Arranges annual alumni meet
- Proposes alumni association's annual budget

**Incharge Maintenance Cell:**

- Overall Campus maintenance including
- Maintaining building plans
- Maintenance and Housekeeping
- Campus Greenery
- Plumbing works
- Electrical works including generators maintenance

**Functions and Responsibilities of Administrative Staff Coordinator & Incharge**

<b>Name of the Administrative Staff Coordinator/Incharge</b>	<b>Responsibility</b>
Mrs. K. Jyothi	Librarian
Ms. B. Lakshmi Nirmala	Asst Superintendent-Establishment Section
Mr K Radhakrishna	Asst Superintendent-Accounts Section
Mr S Anil Kumar	Superintendent-Academic & Scholarships Section
Mr S Venkata Chary	Assoc. Prof, Dept of Civil, I/C Transportation
Mr KVS Harish	Asst Physical Director, Physical Education Dept
Mr BV Sheshagiri Rao	Assoc. Prof, Dept of S&H, I/c. Stationery and Printing
Mr D Madan Mohan	Liaison Officer

The following responsibilities of various Non-academic and administrative staff:

**Librarian:**

- Performance of all jobs related to library technical services, including Acquiring new books, Journals, Audio, Video materials and cataloging, classifying library materials and maintaining an accurate, up-to-date database of library holdings and physically processing items being added to and withdrawn from the collection.
- Supervising and assisting in entering library materials into the database in accordance with the MARC standard using library management software.



- Supervision of the operations of the library circulation and technical services staff.
- Operation and maintenance of library facilities like digital library, Internet PCs, servers, reprography, computers and other IT equipment.
- Providing training to students and staff using of digital library, e-resources like IEEE, ASCE, ASME, J-GATE, INFLIBNET, DELNET, NDL & IEI, and other open resources.
- Evaluate materials to determine outdated or unused items to be discarded.
- Managing campus library service points (departmental Libraries)
- Documentation and feedback on work practices and procedures to ensure the continuous improvement of lending and document services of the library.
- Maintains library discipline and culture
- Prepares annual budget for library
- Identify Book distributors for purchase of Books
- Procure the required number of titles and volumes for each program

**Asst Superintendent Establishment Section:**

- Coordinates day to day activities of the office
- Discipline Aspects
- Assists the Principal in administrative activities
- College roster
- Maintaining Service Registers of Faculty and Staff
- Maintaining Faculty and Staff Personal files
- Recruitment process
- Maintains minutes of meeting (all)
- Preparation of Salary Statements of Faculty and Staff
- Maintain Leave Records of Faculty and Staff
- Coordinates day to day activities of the office
- Deals with Legal Matters of the College
- Pay Fixations and Promotions of Faculty and Staff

To advise on the matters related with overall administration as and when needed.

**Asst Superintendent Accounts Section:**

- Coordinate day to day activities of office with Departments, Banks, Principal and Management to the Statutory Departments.
- Arranging internal and external audits
- Student Fee Collection with accounting staff.
- Verification of payments of expenses
- Verification of receipts
- Payment of Bills
- Purchase Process
- Preparation of Annual College Budget
- Budget Allocation to various Programmes after approval from management
- Preparation of Balance Sheets
- Preparation of Audited Statements
- Payment of Salaries after approval from Principal and Management

**Superintendent Academic & Scholarships Section:**

- Maintaining record of information and documents related to fee reimbursement process of SC, ST, BC (Categories), Minority, Physically Challenged and EBC Students.
- Processing various stages of fee reimbursement as per state government procedures and deadlines.
- Coordinating with State Government Bodies for sanction of fee reimbursement funds.
- Processing Central Merit scholarships and those offered by various organizations and private bodies.

**Systems Manager:**

- Coordinate with Heads of Departments for collection and Organization of data.
- Maintenance and upkeep of all computer systems
- Campus Network
- Internet Facilities
- Arranging maintenance of all software used in the central computing facility
- Maintenance and updating college website

**I/C Transportation:**

- Maintains buses meant for faculty and students
- Provides bus schedules and takes all the necessary logistics of transport
- Arrange special buses for students writing exams at other centres
- Arranging buses for local industrial visits
- Collection of transport fee from students and staff Ensure all the buses arrive in time

**Asst Physical Director:**

- Ensure smooth conduct of sports
  - Ensure proper use of sports facilities
  - Purchase of sports items
  - Encourage students to participate in zonal tournaments
  - Creation and upkeep of sports facilities
  - Propose annual budget for sports
  - Oversee security
  - Ensure campus is Ragging free
- Student health care by coordinating with College Doctor

**Liaison Officer:**

- Arranges campaign of admissions under B category
- Executes the B category admission process
- Designs and prints admission brochure
- Maintains album containing photographs of all events and buildings
- Publicizes events
- Liaison with APSICHE, University, DTE, AICTE, etc.

**Grievance Redressal Committee**

As per the AICTE Notification No: PG/07/(01)2012 & Establishment of Mechanism or Grievance Redressal, Grievance Committee is constituted in the college for the purpose of Redressal Grievance of the Students, Parents and others with the following members.

<b>Name</b>	<b>Designation</b>
Dr D Hanumantha Rao, Principal	Chairman
Dr.N. Srinivasa Rao, HOD & Professor in ECE	Convener
Dr. P. Vijaya Pal Reddy, HOD & Professor in CSE	Member
Dr T Shekaram, Professor & HoD of S & H	Member
Dr P. Vasudeva Naidu, Associate. Professor, EEE	Member

**Different stages for Redressal of grievances are:**

**First stage (Section/Department level):**

The aggrieved employee represents his/her grievance either in person or in writing to the concerned Person In-charge in the Dept, which is acknowledged. A written reply is sent to the employee under the signature of the In-charge / HoD within 15 days.

**Second stage (Administration level):**

If the employee is not satisfied, he/she may request the Person In-charge / HoD to forward his/her grievance to the grievance committee constituted at Administration level comprising the following:

- a. Concerned Head of the Department
- b. Legal Advisor
- c. Principal

Along with concerned HoD, any two among the other two (b and c) would address the issue/grievance and after thorough screening of the grievance recommendations of the grievance committee will be communicated to the concerned employee within 15 days. A copy of the minutes of the grievance committee meeting is also provided to the employee.

**Third stage (Academic and Staff Affairs Committee):**

If the employee is not satisfied with the reply given by the Grievance Committee at the second stage, he/she can represent the matter to the Management through Staff Affairs Committee.

At this stage, the representation or the grievance of the employee is forwarded to the Secretary of the Management Committee which is often resolved by the Secretary/Chairman at their level. If the solution is not arised, then it is forwarded to the Staff Affairs Committee by the Secretary.

The representation will be disposed off in the Staff Affairs Committee Meeting which usually takes place once in three months.

All the officers are try to put in their best efforts to examine and redress the genuine grievances submitted by employees at different stages expeditiously.

In case, if the employee is still not satisfied with the outcome of the Staff Affairs Committee, he/she can represent to Executive Committee and the decision of Executive Committee is final and binding.

### **Anti-Ragging Committee**

To curb the menace of ragging and to make Matrusri Engineering College free zone from ragging the following measures are initiated at college level. ANTI RAGGING COMMITTEE is our apex body at Institutional level to monitor measures for preventing, prohibiting and punishing activities of ragging menace within and outside the campus in accordance with UGC Regulations, Supreme Court directives and provisions State Act. It is responsible for taking action against those found guilty of ragging and / or abetting ragging, actively or passively or being part of a conspiracy to promote ragging. The composition of the committee is as under:

<b>Name of the Staff</b>	<b>Designation</b>	<b>Position</b>
Dr D Hanumantha Rao	Principal & HOD	Chairman
Dr T Sekharam	HOD S&H	Vice Chairman
Mr M Yuvaraju	Student Advisor	Coordinator
Dr G Manohar	HOD, Civil	Member
Dr P Vijayapal Reddy	HOD, CSE	Member
Dr N Srinivasa Rao	HOD, ECE	Member
Dr G Ravindranath	HOD, EEE	Member

Prof P Hara Gopal Mani	Professor, ECE	Member
Dr S Thiagarajan	Professor, S&H	Member
Prof G Veereshalingam	Professor, CSE	Member
Mr PVS Koteswara Rao	Assoc Prof, Civil	Member
Mr MV Kishore	Assoc Prof, Mech	Member
Mr T Vishnu	Asst Prof, S&H	Member
Mr D Purnachander Rao	Asst Prof, S&H	Member
Mr D Nagaraju	Asst Prof, ECE	Member
Mr C Venkateshwara Rao	Asst Prof, Mech	Member
Mr Prashanth Kubrekar	Asst Professor	Member
Mr P Satish (ECE)	Student	Member
Saidabad Police Station	Station House	Member
MRO Malakpet Branch	Mandal Revenue	Member
Mr T Om Prakash	Attender	Member

#### **Functions and Responsibilities:**

- To implement the Provisions of Anti Ragging Act 1997.
- Anti-ragging squad will assist the Principal & Respective HODs in prevention of Ragging within their blocks & in and around the college campus.
- They will also assist the Principal in maintaining discipline in and around the college campus during the functions like Orientation Programme, Technical Festivals, Seminars, Conferences and College Day etc., organized in the college.
- The squad will within the block & in and around the college campus and report of any incidents to the HOD, who in turn will initiate disciplinary action in consultation with the Principal.

#### **INTERNAL COMPLAINT COMMITTEE (ICC)**

As per the section 4 of sexual harassment of women at work place (Prevention and Prohibition and Redressal Act, 2013) an Internal Complaint Committee (ICC) has been constituted with the following office bearers and members in our college.

<b>List of Members</b>	
<b>Name of the Faculty</b>	<b>Designation</b>
Dr Y Aparna, Associate. Professor, S&H Dept	Chairman
Dr D Hanumantha Rao, Principal	Chairman
Mrs B. Udayasree, Assistant Prof., CIVIL Dept	Member
Mrs A Narmada, Assistant Prof, ECE Dept	Member
Mr KVS Harish, Asst Physical Director	Member
Ms S. Udayasri, Nonteaching Staff	Member
Ms Satvika	Student -Member

**Functions and responsibilities:**

- To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act)
- To receive and record complaints of sexual harassment if any and to conduct the investigations on the written complaints and interrogate the persons named in the applicant in his written complaint.
- Coordinate preventive activities to create safe and secure working environment against sexual harassment in the college.
- To prevent sexual harassment against women by promoting gender amity among students and employees.
- To conduct enquiry on complaints received and recommend appropriate disciplinary action to be taken by the Principal against the person found involved in various activities of sexual harassment.
- Submit the file to the Principal for implementation of the recommendations and for safe keeping.

## SC & ST Cell

The following committee has been established to look into the problems and needs of the students belongs to SC & ST category in our college

<b>Name of the Staff</b>	<b>Designation</b>	<b>Position</b>
Dr. D. Hanumantha Rao	Principal	Chairman
Dr. G. Shyama Chandra Prasad	Assoc. Professor, CSE/IT	Member
Mr. T. Vishnu	Asst. Professor, S&H	Member
Mr. T. Raja Ramanna	Asst. Professor, Civil	Member
Mr. M. Naresh	Asst. Professor, ECE	Member
Mr. K. V. S. Harish	Physical Director	Member

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interests of students in the reserved category. It is expected to provide special inputs in areas where the students experience difficulties.

## OBC Cell

The following committee is constituted to address the grievances for the students and faculty under the minority category of our institution. The composition is valid for a period of three years, i.e. 2019-2022.

<b>Name of the Staff</b>	<b>Designation</b>	<b>Position</b>
Dr. D. Hanumantha Rao	Principal	Chairman
Dr. P. Vasudeva Naidu	Assoc. Professor, EEE	Member
Dr. M. Krishna	Assoc. Professor, Mech	Member
Mr. T. Vishnu	Asst. Professor, S&H	Member
Ms. M. Saritha	Asst. Professor, EEE	Member
Ms. K. Shalini Singh	Asst. Professor, CSE	Member
Mr. G. Manohar	Asst. Librarian	Member



- To aware the OBC students regarding various scholarships program of State Government and UGC.
- To circulate State Government and UGC's decisions about different scholarship programs.
- To function as a Grievances Redress Cell for the grievances of OBC students and staff of the college and render them necessary help in solving their academic, research as well as administrative problems.

### ***Minority Cell***

<b>Name of the Staff</b>	<b>Designation</b>	<b>Position</b>
Dr. D. Hanumantha Rao	Principal	Chairman
Mr. M. Praveen Kumar	Asst. Professor, CSE	Member
Ms. B. J. Praveena	Asst. Professor, CSE	Member
Mr. K. Sravan Kumar	Asst. Professor, ECE	Member
Ms. K. Smitha Suguna Leela	Asst. Professor, Civil	Member
Mr. Mohd. Nazar, III Yr, Civil	Student	Member
Ms. Riyazunnisa Begum, II Yr, ECE	Student	Member

The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

To enhance equal opportunities for education of minorities. To facilitate financial support to students from minority communities from governmental agencies and other sources.

## **STRATEGIC PLAN & DEPLOYMENT FOR 2016-21**

### **Message**

Matrusri Engineering College, Saidabad, Hyderabad, Telangana, was established by Matrusri Education Society in 2011 aiming at becoming a pioneer in Technical Education in the private sector.

The Matrusri Engineering College was instituted by the society in Saidabad campus with an idea of opening an engineering college in the metro. The college offers courses in Civil Engineering, Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering and Mechanical Engineering. The instructional facilities are spacious, and the laboratories are continuously upgraded with state-of-the-art equipment. There are highly qualified and dedicated faculty. The strategic plan & development-2016-2021 would acts as supervisory document for the next five years to assess and improve the institution towards delivering high quality education there by earning due recognition. The focus of strategic plan & development would be on good governance, best in class teaching-learning, research & innovation and highly employable students who act as brand ambassadors for the institution and trained to students in technical skills while inculcating in them a sense of social responsibility, in tune with the vision and mission of the college.

I congratulate and commend the high-quality work done by the Principal, HODs, and Faculty towards developing Strategic plan & Development 2016-21.

Wishing all the success!

## **Preface**

For an organization, strategic planning is very essential to accomplish the Vision and Mission, which it dreams of. Strategic planning is a continuous process with a specific focus on accomplishing institutional goals in this competitive world. Strategic Planning and deployment document is based on analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its set goals and objectives.

The first part of it addresses the vision, mission which the institute dreams along with core values, institutional long term & short-term goals. These are defined and guided by the stake holders (management, leadership, HODs, faculty, staff, industry, students, alumni and parents) through SWOC analysis. After analyzing the internal and external environment, the institutional goals were set up in all possible growth domains through continuous thought process and discussion with HODs and faculty members. The strategies with action plans were decided to achieve institutional strategic goals. While formulating the strategic plan and deployment document, care has been taken to involve all stakeholders to help contribute their part which is vital for the success of every organization. Effort has been taken to clearly identify the implementation processes and monitoring by identifying measurable targets in line with the desired outcomes. This will emerge to be the guiding force for MEC to achieve its goal to become an institution of Academic Excellence and providing professional by skilled young Engineers and Managers to the society.

### **Core Values:**

Core values deliver the basis for all the academic, student and social programs and activities. The stated core values support the mission of Matrusri Engineering College.

- Enhance professionalism with good human values.
- Encouraging students to become productive, participating citizens.

- Support the mission and vision of the College.
- Focus on student and stakeholder needs.
- Continuously evaluate and improve programs, services, systems, and policies
- Promote creativity and innovation in all activities.
- Recognize and support staff and student contributions.
- Create healthy atmosphere for effective teaching–learning process.
- Encourage interdepartmental collaboration.
- Recognize, appreciate, and celebrate the strength of diversity.
- Encouraging students to become productive, participating citizens.
- Sharing of experience, knowledge and skills.

### **Strength, Weakness, Opportunity, and Challenges (SWOC) Analysis**

#### **Institutional Strengths:**

1. All the branches except IT are Accredited by NBA.
2. Socially conscious, humanitarian, far- sighted and visionary management
3. Located at the center of the city.
4. Highly qualified and experienced teaching and non-teaching staff with high retention ratio.
5. Membership with professional societies like IEEE, ISTE, IETE, SAE, CSI etc.
6. Wi-fi enabled campus.
7. Students' admissions have been consistently good.
8. Functional MoUs with industries and academic institutions like IIT-Bombay, NITW are nearly 38.
9. Well- established and state-of the-art laboratories with good infrastructure.

10. The administrative and management policies & controls are well-defined.
11. Students top in university ranks every academic year.
12. Registered Alumni Association.
13. Recognized and proactive NSS Unit.
14. Lush green environment-friendly, pollution- free, plastic-free campus to create an ideal study space

### **Institutional Weakness:**

It takes proactive measures to improve the quality of teaching, learning, and research. Though the institute has scripted many success stories, there are certain areas in which it needs to move forward. There is a need to overcome the limitations in the following areas:

1. Attracting more core companies to campus for recruitment.  
Efforts are made by signing MoUs with various organizations to bridge the gap between academia and industrial requirements.
2. Adhering to affiliated status, the college has restrictions pertaining to the academic flexibility to address industry requirements.
3. R&D and consultancy activities need to be strengthened.
4. Establishment of laboratories through Institute Industry Collaboration.

### **Institutional Opportunities:**

1. Autonomous status will provide the flexibility in overcoming the shortfalls faced under affiliated status.
2. The location of the college will leverage the opportunity to have collaboration with Central/State Universities, industry and Research laboratories.
3. Collaborative research work can be carried with government sectors like ISRO, DRDO, NRSC, Texas Instruments etc.
4. Creating awareness among faculty members and students about the

- intellectual property rights and patent filling.
5. Strengthening the alumni network to provide more carrier development opportunities to the students.
  6. Introducing PG programs in each branch of the institution.

**Institutional Challenges:**

1. With a wide range of career opportunities available in the Software / IT sector, attracting quality students to enroll in the core engineering branches like Civil, EEE and Mechanical Engineering has become a challenge.
2. Being an affiliated institution, meeting the industry demands and expectation with rapid change in technology has become a challenge.
3. Attracting core companies for placements.
4. Promoting sponsored research and consultancy as per industry requirements.
5. Imparting value-added courses and student exchange programs on niche technologies to bridge the curricular gaps in the stipulated time period of an academic year has always been a challenge.

**Strategic Goals**

Matrusri Engineering College Management team after brainstorming the vision, mission, quality policy, core values, environmental factors and SWOC analysis have reached the step of defining Institution Strategic Goals for 2016-21.

1.	Good Governance
2.	Autonomous Status
3.	Accreditation & Certification
4.	Infrastructure and facilities
5.	Teaching & Learning
6.	Industry & Institute Collaborations (MOUs)
7.	Placement, Internships & Career

8.	Research & Development
9.	Alumni engagement and interaction
10.	Quality assurance systems
11.	Library & information centre
12.	Entrepreneurship

### **Strategic Planning (2016-2021)**

Strategic Goal	Strategic Planning
Good Governance	Governing Body: <ul style="list-style-type: none"> <li>▪ Supervisory and approving policy matters, Staff Recruitments, annual budgets</li> <li>▪ Evaluation of institutions academic performance and bench marking.</li> <li>▪ Smooth Working of statutory committees.</li> </ul>
	Vision, Mission, and Institution Strategic Goals: <ul style="list-style-type: none"> <li>▪ Vision, Mission progress &amp; their delivery.</li> <li>▪ Setting short term and long-term goals.</li> <li>▪ Institutional Strategic development plan.</li> </ul>
	Leadership & Transparency management: <ul style="list-style-type: none"> <li>▪ Polices formulation, approval &amp; implementation.</li> <li>▪ Service Rules circulations</li> <li>▪ Student &amp; Staff Grievance Redressal mechanism</li> <li>▪ Decentralization of leadership managements</li> <li>▪ Implementation E-Governance in administrative, Student support, etc.,</li> <li>▪</li> </ul>
	Internal Quality Assurance Cell& Accreditation: <ul style="list-style-type: none"> <li>▪ Monitoring</li> <li>▪ Conduct internal audit committee for monitoring compliance.</li> <li>▪ Systems, checks and balances- Remedial measures.</li> </ul>
Autonomous Status	<ul style="list-style-type: none"> <li>▪ Discussion in Governing Body and approval for university affiliation &amp; Autonomous Status.</li> <li>▪ Resource planning &amp; budget approval.</li> <li>▪ Inspections university affiliation preparation &amp; Approvals.</li> <li>▪ Preparation for the Accreditation &amp; certifications</li> </ul>

Physical Infrastructure	<ul style="list-style-type: none"> <li>▪ Upgrade the Classrooms, Tutorials, Seminar halls, conference halls.</li> <li>▪ State of the art Laboratory &amp; equipment</li> <li>▪ up gradation Library infrastructure &amp; e-learning</li> <li>▪ Emerging sports (indoor/outdoor) facilities</li> <li>▪ Strengthen Hobby clubs &amp; Canteen facilities.</li> <li>▪ Increasing Transport facilities</li> <li>▪ Rain water harvesting and plantations.</li> <li>▪ Developing facilities to improve the energy saving &amp; management.</li> <li>▪ Solid waste management (zero plastic usage)</li> <li>▪ Developing facilities to efficient usage of recycled waste water.</li> </ul>
Teaching & Learning	<ul style="list-style-type: none"> <li>▪ The improvements in teaching &amp; learning infrastructure keeping in line the changing pedagogy and its implementation like aggressive adoption of ICT through improved facilities in classrooms, e-classrooms, skill development centers, laboratory, library, Wi-Fi enabled classrooms.</li> <li>▪ R&amp;D Laboratory and its maintenance</li> </ul>
Library & Information Centre	<ul style="list-style-type: none"> <li>▪ Budget allocation for library &amp; information centre.</li> <li>▪ Books, journals procurement, storage, and retrieval</li> <li>▪ Digitization of Library resources</li> <li>▪ Resources automation &amp; Access (24X 7)</li> </ul>
Industry & Institute Collaborations	<ul style="list-style-type: none"> <li>▪ Formation of industry institute interaction cell</li> <li>▪ Identify branch wise preferred industries &amp; companies.</li> <li>▪ Identification of potential areas of research</li> <li>▪ MoUs with industries</li> <li>▪ Support for internships, visits, trainings, guest lectures</li> <li>▪ Providing opportunities for Industry based/sponsored projects.</li> <li>▪ Providing career guidance &amp; Strengthen training &amp; placement.</li> <li>▪ Establish centres of excellence &amp; skill development centers.</li> <li>▪ Professional bodies membership.</li> </ul>
Internal Quality Assurance & Assessment cell	<ul style="list-style-type: none"> <li>▪ Setting up of IQAC team</li> <li>▪ Intermittent checks and guidance</li> <li>▪ Recognizing achievements &amp; best practices</li> <li>▪ Choose accreditation/certification agency.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Establish academic audit process &amp; audit teams.</li> </ul>
Research & Development	<ul style="list-style-type: none"> <li>▪ Enhancing R&amp;D laboratories in all departments.</li> <li>▪ Dedicated R&amp;D facilitation &amp; documentation centre.</li> <li>▪ Competent technical staff for R&amp;D labs.</li> <li>▪ Establishing centres of excellences.</li> <li>▪ Establishing Consultancy cell.</li> <li>▪ Startup of maker Space- Product and development.</li> <li>▪ Focus on Product development.</li> <li>▪ Starting of patent cell.</li> <li>▪ Patent filing, Scaling up &amp; commercialization.</li> </ul>
Training & Placement	<ul style="list-style-type: none"> <li>▪ Setups dedicate T&amp;P Team.</li> <li>▪ Conduct Awareness programmes.</li> <li>▪ Conduct Value added programmes.</li> <li>▪ MOU s and relationship management</li> <li>▪ Internships planning and execution.</li> <li>▪ Developing Data base of various potential industries/companies.</li> <li>▪ Modernisation of infrastructure (Video conferencing, interview &amp; conference rooms).</li> </ul>
Entrepreneurship	<ul style="list-style-type: none"> <li>▪ Establishment of dedicated EDP cell.</li> <li>▪ Identification of emerging areas of entrepreneurship.</li> <li>▪ Identify interested students for entrepreneurship.</li> <li>▪ Identify mentors from successful entrepreneurs from Alumni/others.</li> <li>▪ Formal training on entrepreneurship.</li> </ul>
Alumni Interaction	<ul style="list-style-type: none"> <li>▪ Strengthen Alumni association and engagement.</li> <li>▪ Establish alumni association office on campus, engage students.</li> <li>▪ Data base updation and interactive alumni website</li> <li>▪ Establish global chapters and networking</li> </ul>
Social Activities	<ul style="list-style-type: none"> <li>▪ Study rural projects and challenges under UBA.</li> <li>▪ Conduct awareness programs in villages/ communities.</li> <li>▪ Conducting health awareness camps &amp; Blood donation camps.</li> </ul>

## Strategy Implementation and Monitoring

Strategic development plan once approved by Governing Body and the progress shall be measured from time to time through the IQAC. Hence the measurable success indicators are clearly spelt out in the implementation document. The principal along with academic council and other team member will be the custodian for strategic plan and its deployment.

### Implementation at institute level

Particular	Committee
Good Governance & Administration	GB, Chairman, Members of GB
Finance & Account Management	Finance Committee
Institution Complaint Compliance (IIC)	Principal, Vice-Principal and HODs
Autonomous & University Affiliations	GB, Principal, Vice-Principal and HODs
Infrastructure-Academics	GB, Chairman, Principal, Vice-Principal, HODs and Incharge Maintenance
Physical Infrastructure	GB, Chairman, Principal, Vice-Principal, HODs and Incharge Maintenance
Teaching- Learning	Principal, Vice-Principal, HODs, Faculty and Staff
Research & Development, Consultancy	Principal, Research Coordinators
Student affairs	Principal, Vice-Principal & HODs
Student admissions	Principal & Admission Incharge
Departmental activities	HODs and Faculty
Placement & Training	Principal, Placement & Training Incharge and HODS
Entrepreneurship	Principal and E&D Cell Incharge
Library	Principal, Vice Principal and Library Coordinator

## Measurable during Implementation

Strategic Goal	Deployments
Good Governance	<ul style="list-style-type: none"> <li>▪ Governing Body selection</li> <li>▪ Vision-Mission reviews</li> <li>▪ Number of meetings conducted.</li> <li>▪ Policies implementation.</li> <li>▪ Student &amp; staff procedures,</li> <li>▪ Service &amp; Conduct Rules</li> <li>▪ ERP implementation, etc.,</li> </ul>
Accreditation & Certification	<ul style="list-style-type: none"> <li>▪ In Academic years of 2019-20 all branches were NBA accredited</li> <li>▪ The institute have ISO 2009:15 Certification.</li> <li>▪ The Institute got UGC 2f status.</li> </ul>
Infrastructure and facilities	<ul style="list-style-type: none"> <li>▪ Upgrade the all the computers.</li> <li>▪ Strengthen WIFI Facility.</li> <li>▪ The entire campus installed CCTV cameras and fire safety equipments in each floor of the block.</li> <li>▪ Adequate infrastructure is developed for extracurricular activities.</li> <li>▪ Established RO unit and Potable water supply through coolers and dispensers is made available in every floor and block</li> </ul>
Teaching & Learning	<ul style="list-style-type: none"> <li>▪ No. of learning resources</li> <li>▪ No. of student counseling/mentoring/training sessions conducted.</li> <li>▪ Result of examinations (Pass, First classes, Distinctions)</li> <li>▪ Graduate attribute attainment levels</li> <li>▪ Student feedback</li> </ul>
Industry & Institute Collaborations (MOUs)	<ul style="list-style-type: none"> <li>▪ Total 53 MOU's done with institute wise and department wise with different industries and organizations Like IIT-B, E&amp;ICT, MEPAC3, CSI, Texas Instruments, SAE, FACE, etc.,</li> </ul>
Skill Development	<ul style="list-style-type: none"> <li>▪ Center of Excellence Electric Vehicle with SkillShark, MoU with CISCO Academy &amp; Oracle Academy, BoTLAB</li> </ul>
Student Clubs	<ul style="list-style-type: none"> <li>▪ Established Matrusri Campus Connect (MCC) Club for Cultural Activities.</li> </ul>
Research & Development	<ul style="list-style-type: none"> <li>▪ Established R&amp;D Hub with collaborate Texas Instruments &amp; E-yantra (IIT-B)</li> </ul>

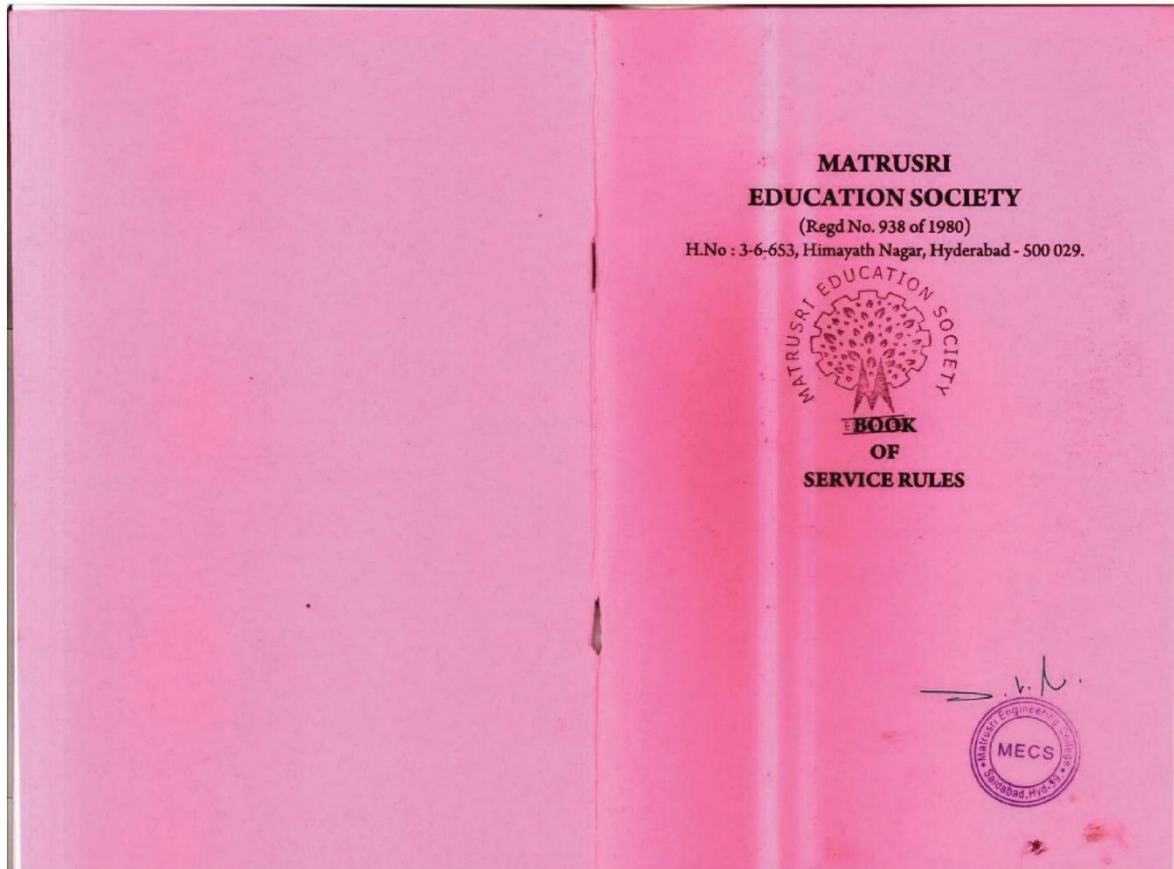
Training & Placement	<ul style="list-style-type: none"> <li>▪ Every Year Conducted Campus Recruitment Training (CRT) Classes with FACE, TIME</li> <li>▪ Tie-up with Pre-access test agencies Code Tantra, CoCubes, AMCAT</li> </ul>
Certification	<ul style="list-style-type: none"> <li>▪ From IIC the institute got 3.5 Star rating</li> <li>▪ NIRF is in Planning Phase</li> <li>▪ ARIIA -2021 waiting for results</li> </ul>
Green Initiative	<ul style="list-style-type: none"> <li>▪ 50kWP Rooftop Solar plant is installed.</li> <li>▪ Biogas Plant is installed.</li> <li>▪ Replacement with tube lights with LED lights</li> </ul>

The Principal, Academic Council and other committees will be monitored implementation of strategic plan regularly. The various committees inchargers will prepare the detailed improvement report. The IQAC committee intermittently monitoring, evaluation of attainment of strategic plan. The IQAC will report the findings to the Academic Council and GB. Based on IQAC report, the Academic Council and GB committee will recommend the corrective actions, need of further processes and deployment of resources.

### **Conclusion**

The strategic plan & deployment is an effort for clearing a pathway towards achievement of objectives of Matrusri Engineering school dreams to accomplish. Simply defining the essential arrangement doesn't guarantee a good outcome, however it gives a directing structure which is an aggregate exertion conveyed by the cycle of participative brainstorming of stakeholders. The appropriate execution of strategies through collaboration with great soul prompts achievement and manageability throughout a more drawn-out time through a powerful cycle. It needs continuous evolution to incorporate the lessons learnt during the implementation and emphasizes the role of IQAC in ensuring the quality of implementation.

## Service Rules & HR Policy Document



## FOREWORD

In changing circumstances and applicable regulations the present service rules required to be made exhaustive in certain material aspects and the present service rules are reviewed and modified in order to have comprehensive rules and regulations for uniformity in all the colleges/institutions managed by MES. The modified comprehensive service rules after review by Chairman Staff affairs committee of MES, were placed before the Executive Council for perusal and approval. After thorough discussions and deliberations the comprehensive service rules are approved for implementation. Accordingly the above service rules are in force w.e.f. 18.08.2012.

Dr.M.V.Sridhar  
Secretary,  
M.E.S

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## MATRUSRI EDUCATION SOCIETY

### BOOK OF SERVICE RULES

#### About Matrusri Education Society (MES)

Matrusri Education Society (MES) was registered under the societies act with Regd. No: 938 of 1980 formed by a group of eminent Engineers, Doctors, Lawyers, Financial consultants, Administrators with the aim of imparting quality technical education.

#### Vision

To contribute to the cause of education in the country by developing institutions that impart technical and management education of highest standards, producing competent and socially responsible citizens.

#### Mission

Matrusri Education Society has its mission to create educational institutions of higher learning which impart adequate fundamental knowledge and skills to students in a climate conducive to excellent teaching-learning process. It aims to produce graduates that contribute to the advancement of Science and Technology in the country and make positive contribution to societal needs.

#### Contents

To attain its vision and mission, Matrusri Education Society (MES) has sponsored MVSREC, MIPGS and MEC, which are affiliated to Osmania University, Hyderabad and recognized by AICTE, New Delhi. These institutions are functioning inline with the terms and conditions laid down by Osmania University and AICTE. •

For the implementation of policies of Matrusri Education Society (MES) and fulfill the academic requirements of Apex educational bodies, the required human resources in the institutions have to be properly deployed. In order to maintain cordial employer and employee relations in the institutions of Matrusri Education Society (MES), there is a need for enforcement of service rules and regulations. As such the service rules and regulations as modified from time to time are included in the book. This book contains Services Rules; Service Agreement; Code of conduct; Duties and Responsibilities of Head of Institution, HOD's, Faculty, other employees and Leave Rules. Norms of conduct widely accepted in practice in academic institutions are given in the "Code of Conduct" for the

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guidance and strict adherence of the employees of the institutions sponsored by Matrusri Education Society (MES) viz., MVSREC, MIPGS and MEC. Contravention or disrespect to any of the clauses of "Code of Conduct" attracts disciplinary action in accordance with the "Service Rules" framed by Matrusri Education Society (MES). This book shall be the only binding force governing the terms and conditions of employment of employees in the institutions of Matrusri Education Society (MES).

Due to changing Educational needs and policies of statutory bodies the Matrusri Education Society (MES) may find it necessary from time to time, to review, modify, add and delete the rules & regulations incorporated in this book.

The authority to approve any future amendments to the Rules & Regulations shall be vested solely on the Executive Council (EC) of Matrusri Education Society (MES).

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**SERVICE RULES FOR INSTITUTIONS  
MANAGED BY M.E.S HYDERABAD.**

**1. Recruitment of employees**

The Service Rules are made and applicable to all the institution employees of the Matrusri Education Society, which are Matrusri Engineering College, M.V.S.R.Engineering College, Matrusri P.G College, which are all governed by the Executive Council Members of the Society. The vacancies arising in the institutions the teaching and non teaching positions are filled by open advertisement or by an invitation or referral method or promotion by selection.

**2. Nature of appointment:**

The initial appointment may be

- a) On contract basis; or
- b) On adhoc basis ; or
- c) On regular basis

**3. Selection procedure:**

- a. Constitution of selection committee:
  - i. Selection committee for filling teaching posts shall be constituted by executive council of MES in the manner prescribed by the affiliating university from time to time.
  - ii. The selection committee for filling non-teaching posts shall be constituted in the manner decided by the executive council from time to time.
- b. Qualification:
  - i. The minimum qualification required for teaching post will be those as prescribed by the UGC/AICTE from time to time.
  - ii. The minimum qualification required for non – teaching posts will be those normally as required by Director of Technical Education A.P or by affiliating university and by MES.

**4. Period of Probation:**

- a. The period of appointment on contract basis is between one year to four years.
- b. The period of appointment made on adhoc basis is initially for one year and may be extended by executive council for a maximum period of Three years and thereafter granting of scale or otherwise on the basis of the decision of Executive Council, MES.
- c. All regular appointments to posts shall ordinarily be made on

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probation for a period of 3 years in case of teaching staff and 2 years in the case of non-teaching staff and persons appointed to a higher post by promotion/selection shall be on probation for one year and or as may be decided by the executive council of MES.

**5. Confirmation of Services:**

The orders for confirmation and regularization of services will be issued if the employee successfully completes the probation or otherwise the employee shall be treated on probation.

**6. Services:**

Every employee is responsible to discharge all services as assigned by the immediate supervisor.

- a. Every employee is liable to work in any of the institutions sponsored by MES.
- b. Every Regular Teaching Staff member is required to sign a service agreement with MES.

**7. Termination of Services:**

The service of any employee is liable to be terminated as mentioned below:

- a) The termination of services in respect of contractual/adhoc and regular employees will be as per the terms of their appointment respectively.
- b) Unauthorized absence / absconding from the duty for a period more than 10 days.
- c) The services of an employee may be terminated in case of permanent disablement resulting in his/her being unfit for service.
- d) In the event an employee commits any criminal offences or indulge in activities which amount to moral turpitude or acting against the interests of the society and or institutions, shall be liable to be dismissed.

**8. Pay and Allowances:**

- a. For contractual and adhoc appointments, the payment will be on a consolidated amount (without other allowances).
- b. For regularized posts, the pay and allowances will be as prescribed by UGC/AICTE, in the case of teaching posts, and AP state government scales of pay in the case of non-teaching posts.

**9. Seeking employment in outside organizations:**

No application seeking employment in any outside organizations may be forwarded during the period of probation.

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**10. Commitment to Institutions:**

Any employee of the institutions under MES shall devote his/her whole time to the services of the institution and shall not engage directly or indirectly in any trade or business in any institution or any other work involving with pecuniary gains, except permitted academic work.

**11. Contribution to Provident fund:**

Employees provident fund scheme formulated by government of India, is applicable to eligible employees of the institutions.

**12. Leave rules:**

All employees of the institutions managed by MES shall be governed by leave rules that are framed separately.

**13. Lien:**

Grant of lien is solely at the discretion of EC of MES.

**14. Penalties and Punishments:**

The following penalties may for valid and sufficient reasons and herein after provided be imposed upon the employee of the institution viz.,

**Minor**

- a. Censure.
- b. Withholding of promotions
- c. Withholding of increments of pay without cumulative effect.
- d. Suspension
- e. Reduction to a lower stage in the time scale of pay for a period not exceeding 3 (THREE) years\* without cumulative effect and not adversely effecting his pension.

**Major**

- a. With holding of increments of pay with cumulative effect.
- b. Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not, the employee will earn increments of pay during the period of such reductions and whether on the expiry of such period the reduction will or will not have the effect of the postponing the future increments of his pay.
- c. Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-

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scale of pay, grade, post or service from which he was reduced, with or without further directions, regarding conditions of restoration to the grade or post or Service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service.

- d. Compulsory retirement
- e. Removal from the service.
- f. Dismissal from the service.

Usually, Head of the institution or a person designated by MES, shall be competent authority to complete the procedure and impose penalties. The appeal against such orders can be made by such employee to the executive council of MES whose decision will be final.

**15. Age of Super annuation:**

- a. All teaching and non-teaching employees of the institutions shall retire at the age of 58 years as prescribed by Government of Andhra Pradesh.
- b. All last grade employees of the institutions shall retire at the age of 60 years.

**16. Code of conduct:**

All the employees of the institutions sponsored by MES have to follow the Do's and don'ts and Duties & Responsibilities appended to these service rules.

**17. Retirement Benefits:**

Payments of retirement benefits are in the manner prescribed by Executive Council of MES.

**18. Interpretation of Rules:**

The decision of the Executive Council of MES, regarding the interpretation of these rules and on any other point which is not covered under these rules shall be final and binding on the employees of the institutions managed by MES.

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### SERVICE AGREEMENT

Articles of service agreement executed on this \_\_\_\_\_ day of \_\_\_\_\_ 2012, between

Sri / Smt / Dr \_\_\_\_\_ S/D/W/o \_\_\_\_\_ aged \_\_\_\_\_ years, Resident of \_\_\_\_\_

(Herein after referred as "Employee" which expression shall mean and include all his / her heirs, agents, attorneys, executors, representatives, administrators, successors, assignees etc)

#### And

MVSREC/MEC/MIPGS, a body corporate in terms of A.P Education Act, 1982, at Hyderabad, represented by its Secretary

(Here in after referred to as "Employer" which expression shall mean and include all its officials, authorities, agents, attorneys, executors, representatives, administrators, successors, assignees etc)

#### Witnesseth:

Where as in terms of the recommendation of Selection Committee and approval of Executive Council of Matrusri Education Society, the employee is appointed as \_\_\_\_\_ in \_\_\_\_\_ Department from the date of joining in the College service i.e., \_\_\_\_\_. And, whereas the appointment of the employee is subject to the terms and conditions as agreed here under:

#### 1. Appointment:

That the employee herein is appointed as \_\_\_\_\_ in the Department of \_\_\_\_\_ on Contract / Adhoc / Regular basis with effect from the date of joining \_\_\_\_\_ as per the recommendations of Selection Committee and approval of Executive Council of Matrusri Education Society.

#### 2. Pay and Allowances:

The employee shall from the date of coming into force of these presents, be granted consolidated / or basic pay of Rs. \_\_\_\_\_ in the grade of Rs. \_\_\_\_\_. He /She also be eligible or not eligible for the usual allowances admissible under the rules of Matrusri Education Society.

#### 3. Leaves:

a. The employee shall during the period of this agreement earn leave

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according to the leave rules framed by Matrusri Education Society.

b. Any leave availed with loss of pay for personal reasons shall be deducted from the total length of service for all service benefits including seniority and promotion.

#### 4. Termination:

This agreement may be terminated at any time within the period of the age of superannuation by either party:

a. By giving one month notice in writing in the case of unconfirmed services

b. By giving three months notice in writing to the other provided, always that either party may in lieu of the notice, give to other party a sum equal to the salary of the period.

#### 5. Date of superannuation:

a. Date of superannuation shall be the date when the employee completes the age of 58 years or the date of superannuation as amended by A.P. Government from time to time.

b. Date of Birth as declared by the employee on the basis of school leaving certificate shall be final and conclusive for the service benefits including determination of age of superannuation.

#### 6. Transferability of services:

The employee can be transferred to any of the institutions managed by Matrusri Education Society any time and without any prior notice due to any administrative reasons or constraints or exigencies.

#### 7. Services:

a. The employee shall devote his/her whole time and attention efficiently and diligently to his/her duties and at all times obey the rules and regulations framed by Matrusri Education Society.

b. Resignation: Relief against resignation is not granted in middle of the semester or and middle of the academic year.

#### 8. Code of conduct:

The employee shall be governed by the disciplinary and conduct rules and will be governed by all other statutes concerning the code of conduct of employees and the institution have the right to initiate appropriate proceedings in the event any action of the employee falls under the definition of misconduct as provided in the rules framed by Matrusri Education Society or under the relevant statutes.

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**9. Indemnity:**

The employee shall indemnify and keep the employer or Matrusri Education Society saved harmless and indemnified from and against any and all losses, damages or liabilities whether criminal or civil suffered by the institution and or Matrusri Education Society during the course of this agreement and any loss or loss of reputation suffered by the institution and or Matrusri Education Society by the acts, deeds and things of the employee.

**10. Retirement benefits:**

- a. The employee shall not be entitled for any pensionary benefits.
- b. Payment of gratuity, encashment of earned leave are in the manner prescribed by Executive Council.

THE EMPLOYEE ACCEPTED THE ABOVE CONDITIONS (1 TO 10) WITHOUT ANY DURESS OR COERCION.

**11. Applicability of Rules:**

- a. The employee shall be governed by all Rules & Regulations framed and enforced by Matrusri Education Society from time to time in respect of matters not covered by this Agreement
- b. The service conditions can be altered by Executive Council of Matrusri Education Society as and when situation demands
- c. The terms and conditions and other stipulations covered under this contract of Employment, shall form the sole basis of relationship between the Employee and Employer and no other promises, assurances or indications of any kind, shall form part of this Agreement, unless the same is specified in writing to that effect.

**12. Amendment / Modification:**

No amendment or modification of this agreement or any part here of shall be valid and effective unless it is by an instrument in writing executed by both the parties and express by referring to the relevant provision of this agreement.

**13. Notices:**

Any notice or written communication shall be deemed to have been served: If any notice or other written communication given under or in connection with this agreement may be delivered personally or sent by prepaid recorded delivery or facsimile transmission or registered post with acknowledgment due or through courier service to the proper address and for the attention of the relevant party.

**14. Counter Parts: All Originals**

This agreement is being executed simultaneously in TWO(2) counter parts, each of which shall be an original and all of which shall constitute one instrument and agreement between the parties. One copy shall be retained by the employer and another by the employee

**15. Severance:**

If any provision of this agreement shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable such invalidity or unenforceability shall not affect the other provisions of this agreement, which shall remain in full force and effect.

If any provision is so held to be invalid, illegal or unenforceable, the parties undertake to use their best efforts to reach a mutually acceptable alternative to give effect to such provision in a manner, which is not invalid, illegal or unenforceable and to the extent feasible, accurately represents the intention of the parties.

**16. Supersession:**

This agreement constitutes the entire agreement between the parties and the terms and conditions in this agreement shall supersede. The terms and conditions whatever agreed between the parties here unto prior to execution of this agreement.

**17. Jurisdiction:**

All disputes under this agreement are subject to the jurisdiction of the courts situated at Hyderabad only.

**18. Headings:**

The headings in this agreement are inserted for convenience only and shall not affect the construction of this agreement.

In witness where of this agreement is executed between the parties of the first part and second part on the day, month and year aforementioned.

<b>Witness</b>	<b>Employee</b>	<b>Employer</b>
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- 1.
- 2.

**CONDUCT RULES FOR THE EMPLOYEES WORKING IN  
THE SPONSORED INSTITUTIONS OF MATRUSRI  
EDUCATION SOCIETY**

**I. GENERAL**

There are many incidents, examples where parents of students and students are very particular to join "Matrusri" only because of the reputation that has been built over the past three decades by the founder members, present members, Principals, Professors and others. Let us continue this tradition, and add more respect to these great Institutions by our commitment and conduct.

The rules shall come into force from 18.8.2012

**II. Definitions:**

In these rules, unless the context otherwise requires:

- a) Appointing Authority – in relation to an employee means authority empowered to make appointment to the grade in which the employee is for the time being included, or the post which the employee for the time being holds.
- b) Executive Council – Matrusri Education Society Executive Council in relation to any powers exercised by it. This also includes any committee of the Management or any officer to whom the E.C. delegates any of its powers.
- c) Competent Authority – means Head of the institution or a person designated by MES shall be competent authority to complete the procedure as laid down under the rules and impose penalties. The appeal against such orders can be made by such employee to the executive council of MES whose decision will be final.
- d) Disciplinary Authority – in relation to the imposition of a penalty specified in Rule VII on an employee means the authority competent under these rules to impose on him that penalty.
- e) Employees – all persons in the whole time employment, including employees working on ad hoc and contractual basis.
- f) Management: means Executive Council or any other person designated with the powers to act in accordance with the decision of Executive Council as delegated.

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**III. CONDUCT: DO'S AND DON'TS FORM PART OF THESE  
CONDUCT RULES.**

**Scope of an Employee's Service:**

Unless in any case it be otherwise distinctly provided that the whole time of an employee including employees on ad hoc and contractual basis shall be at the disposal of the MES and its Institutions and he/she shall serve the organization in its business in such capacity and at such places as he may from time to time be directed.

**Liability to abide by the Rules**

Every employee shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these and other rules of the Organization and shall observe, comply with and obey all lawful orders and directions which may from time to time be given to him/her in the course of his/her official duties by any person or persons under whose jurisdiction, superintendence or control he/she may, for the time being be placed.

**Do's**

1. Act in accordance of College rules & policies
2. Observe courtesy and consideration to Members of Matrusri Education Society, Principals, Professors, HODs, Teaching faculty, Colleagues, Non-teaching faculty, visitors, Parents of present students, Parents of past students, Government officials, Inspection teams from AICTE, Osmania University, DTE, Banks, etc.
3. Those holding responsible posts—maintain independence and impartiality in discharge of their duties.
4. Maintain integrity at all times
5. Maintain devotion to duty at all times.
6. Actively participate and assist the college in events such as College day, founders' day, seminars, Workshops and national festivals such as Independence day, Republic day etc.
7. Feel free to give suggestions for improvement of college performance and reputation.
8. Maintain a responsible and decent standard of conduct in private life.
9. Report to the seniors any act of indiscipline and untoward incident in the campus.
10. Maintain political neutrality
11. Present with Tidy dress and maintain surroundings clean.

**Don'ts**

1. Don't indulge in acts unbecoming of a professional employee of MES, MVSREC and MIPGS etc.

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2. Don't Practise untouchability.
3. Don't bring any political influence in matters pertaining to your service.
4. Don't be Harsh to the students, please remember that they are learning from our behaviours.
5. Don't Engage College telephone for long periods, in conversing personal matters. Be brief, communicate the message and then conclude the conversation. Don't misuse office phones.
6. Don't approach your subordinates for standing surety for loans taken from private sources either by you/your relations/friends.
7. Don't Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings.
8. Don't Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality and against the interests of MES, MVSREC, MEC and MIPGS.
9. Don't Associate with banned organizations

#### IV. Misconduct:

Without prejudice to the general meaning of the term "MISCONDUCT" the following acts and omissions or conduct of employee both Teaching and Non-Teaching shall be treated as misconduct.

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests or to the reputation of MES, MVSREC, MEC and MIPGS.
2. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to MES, MVSREC, MEC and MIPGS.
3. If the act or conduct of an employee makes it unsafe for MES, MVSREC, MIPGS and MEC to retain him in service.
4. If the act or conduct of the employee is so grossly immoral that all reasonable men will say that employee cannot be trusted.
5. If the act or conduct of the employee is such that MES, MVSREC, MEC and MIPGS cannot rely on her/his faithfulness.
6. If the Act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
7. If the employee is abusive or if he disturbs the peace at MES, MVSREC, MEC and MIPGS.
8. If he is insulting, insubordinate and disobedient whether alone or in combination with others to such a degree as to be incompatible with the continuance of the relation of employer and employee.
9. Willful insubordination and disobedience, whether alone or in

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- combination with others, to any lawful or reasonable order of a superior or any act of subversive of discipline.
10. If the employee is habitually negligent in respect of the duties for which he is engaged.
  11. If the neglect of the employee though isolated, tends to cause serious consequences.
  12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud or dishonesty in connection with the MES, MVSREC, MEC and MIPGS business or property.
  13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
  14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behavior during and after working hours within the campus.
  15. Habitual late attendance or late attendance on more than 4 occasions within a month or leaving of work before the scheduled time or absence from place of work without proper permission.
  16. Habitual absence from duty without leave or without sufficient cause or absence without leave three times or more in a period of six months.
  17. Neglect or negligence of duty, malingering, absconding, slowing down of work including not doing work without a reasonable cause while being present for duty at the work spot.
  18. Sabotage or willful damage to or loss of college goods or property.
  19. Carrying directly, indirectly or benami (a) money lending business and/or (b) other private business without the written permission of the management or having any private financial dealings with persons or firms etc., having business relations with the college for the sale or purchase of any materials, equipments or supply of labour, if any, or for any other purpose.
  20. Spreading false rumours or giving false information which may bring in to disrepute the college or its employees or indulging in malicious propaganda or spreading panic among the employees & students.
  21. Writing or anonymous or pseudonymous letters criticizing superiors of the college and making false reports regarding the misconduct of colleagues etc..
  22. Holding private meetings within the work premises or any of the premises owned by the college or in its estate without the previous written permission of the Management.
  23. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
  24. Conviction in any court of law for any criminal offence involving moral turpitude.

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25. Collection or canvassing for the collection of any money within the work premises without the written permission of management distributing or exhibiting in or about the work premises any newspapers, pamphlets, handbills, posters or the like without the written permission of the Management.
26. Obtaining any benefit under a false pretext or by making false statements.
27. Willful disfigurement, destruction or alteration of any record of the college.
28. Bringing inside the work premises, possession or use of alcoholic drink or narcotic drugs within the college's premises or reporting to working while under the influence of alcoholic drinks or narcotics.
29. Refusal to accept a charge sheet, order or other communication from the Management served in accordance with these orders/Instructions.
30. Refusal to be searched by any of the college's security personnel or any other authorized persons notified.
31. Demonstrating or restraining or detaining or gheraoing any representative / employee or employees of the college either inside or in the college's premises.
32. Deliberately making false statement before a superior knowing it to be false or forging the signature of a superior or that of any person.
33. Deliberately making false complaints against superiors knowing them to be false.
34. Impersonation.
35. Any act of commission or omission which is against the interest of the college.
36. Publication of any article (other than of literary nature) without the written permission of the Management.
37. Unauthorised disclosure or communication of any confidential information or matter in connection with the college's business.
38. Unauthorized indulging in activities attracting conviction by public agencies.
39. Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
40. Assaulting, abusing or intimidating any employee or officer student of the college or visitor within the work premises or in the college estate or any other act subversive of discipline.
41. Furnishing false information regarding name, age, father's name, qualifications, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
42. Carrying lethal weapons, gambling, smoking in prohibited areas,

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- drunkenness, fighting riotous, disorderly or indecent behavior in the premises/ precinct or any act subversive of discipline.
43. Sleeping while on duty
44. Commission of any act which amounts to criminal offence involving moral turpitude
45. Breach of any law applicable to the duties.
46. Breach of any provision of the Conduct Rules.
47. Sexual harassment including unwelcome sexually determined behavior (whether directly or by implication) as:
  - a) physical contact and advance;
  - b) demand or request for sexual favour;
  - c) sexually colored remarks
  - d) showing pornography;
  - e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
48. Cheating, forgery and falsification of accounts dishonestly in connection with the MES, MVSREC, MEC and MIPGS business or property.
49. Falsifying employment records or other college records (examination and attendance records or any other records)
50. Unauthorized possessions, use, copying or reading of college records or unauthorized disclosure of information contained in such records.
51. Use of college property for illegitimate work (telephones for personal use, e mail, fax, computer, copier and other college equipments)
52. Leaking the question papers or sharing the information pertaining to examinations.
53. Giving excessive marks willfully or tampering with attendance already given.
54. Giving attendance to the student while the student is absent or tampering with attendance already given.
55. Taking any kind of gift or favour from any one including students for any reason.
56. Taking-up dual employment including full time or part time work any where out side the college either in the college timings or out side the college timings.
57. Abetment or attempt to commit any of the above acts of misconduct.

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

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**V. APPOINTING AUTHORITY;**

All appointments to any grade or post in the organization(s) shall be made by the Executive Council provided that the E.C. may be general or special rules or orders and subject to such conditions as may be specified in such rules or orders delegate to any other authority the powers to make such appointments.

**VI. SUSPENSION:**

1. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Management by general or special order may place an employee under suspension.

**a). Meaning:**

The suspension is "to debar from any privilege, office, emoluments etc., for a time". The real effect of an order of suspension is that though an employee is continued to be in service, but he is not permitted to work, and further during the period of his suspension he is paid only some allowance generally called "subsistence allowance" which is less than his salary.

An order of suspension is not an order imposing punishment on a person found to be guilty. It is an order made against him before he is found guilty to ensure smooth disposal of the proceedings initiated against him. Such proceedings should be completed expeditiously in the public interest and also in the interest of the employee concerned.

**Suspension cannot be equated with reduction in rank.**

**b). Kinds of suspension:**

- i) Where a disciplinary proceedings against him is contemplated or is pending; or
- ii) Where a case against him in respect of any criminal offence is under investigation or trial.

**c). Date of effect of an order of suspension:**

- i) from the date of passing the order of suspension.
- ii) An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the appointing authority, and shall remain under suspension until further orders.

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**d). Status of employee during suspension:**

The real effect of the order of suspension is that though he continues to be a member of service he is not permitted to work and further, during the period of his suspension he is paid only some allowance generally called subsistence allowance which is normally less than his salary, instead of the pay and allowances he would have been entitled to, if he had not been suspended. In a subsequent case the Supreme Court held that disabilities that flow from an order of suspension are:

- 1. the suspended employee is not entitled to get his full salary during suspension.
- 2. in order to be entitled to the subsistence allowance he is prohibited from engaging in any other employment, business, profession or vocation
- 3. he is not permitted to retire during the period of suspension and
- 4. an order of suspension on the verge of retirement amounts to automatic extension of service and no further order retaining him in service is needed under F.R.56(c).

**e). Suspension – Effect on promotion and confirmation:**

Where a person who has been suspended pending a criminal charge has been subsequently acquitted is entitled to all the benefits of service which he would have enjoyed had he not been suspended. If any juniors are confirmed or have been promoted to higher categories such confirmations and promotions have to be reviewed and the suspended employee who has been reinstated should be considered for confirmation and promotion.

**f). Increments during suspension:**

Increments falling due during suspension period should be added in subsistence allowance and the subsistence allowance should be calculated accordingly. This view was taken by the Allahabad High Court on the ground that during the period of suspension the contract of service subsists and therefore the suspended employee is entitled to all benefits of service. It was also held that an increment can be withheld only as a penalty by a specific order of the appointing authority and where there is no such specific order withholding or postponing the increment cannot be denied even during the period of suspension.

**g) Subsistence Allowance:**

1) An employee under suspension shall be entitled to draw subsistence allowance equal to 50 percent of his basic pay provided the disciplinary authority is satisfied that the employee is not engaged in any other employment or business or profession or vocation. In addition, he shall

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be entitled to Dearness Allowance as admissible on such subsistence allowance and any other compensatory allowance of which he was in receipt on the date of suspension provided the suspending authority is satisfied that the employee continues to meet the expenditure for which the allowance was granted.

- 2) Where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-
- i) The amount of subsistence allowance may be increased to 75% of basic pay if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing not directly attributable to the employee under suspension.
  - ii) The amount of subsistence allowance may be reduced to 25% of basic pay if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the employee under suspension.

**NOTE:** in both (i) and (ii) above the employee under suspension shall be entitled to (a) dearness allowance as admissible on such increased or reduced subsistence allowance, as the case may be; and (b) any other compensatory allowance of which he was in receipt on the date of suspension subject to the condition provided under sub-rule(1) above.

3. If an employee is arrested by the police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the competent authority decides to continue the suspension, the employee shall be entitled to subsistence allowance as provided in sub-rule (1) and (2) above, from the date he is granted bail.

**h) Treatment of the period of suspension:**

When the suspension of an employee is held to be unjustified or not wholly justified; or when an employee who has been dismissed, removed or suspended is reinstated, the Management may grant to him for the period of his absence from duty,

- a) if he is honourably acquitted, the full pay and allowances which he would have been entitled to if he had not been dismissed, removed or suspended, less the subsistence grant.
- b) if otherwise, such proportion of pay and allowance as the Management may prescribe.

In a case falling under clause (a) the period of absence from duty will be

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treated as a period spent on duty. In case falling under clause (b) it will not be treated as a period spent on duty unless the Management so direct.

**VII. DISCIPLINE:**

**Penalties:**

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee who commits a breach of rules of the organization or who knowingly does anything detrimental to the interest of the organization or in violation of the instructions or who acts in a manner subversive of discipline, or is guilty of any other act of misconduct or misdemeanor:-

**Minor Penalties:**

1. Censure
2. Withholding of promotion
3. Withholding of increments of pay without cumulative effect
4. Suspension
5. Reduction to a lower stage in the time scale of pay for a period not exceeding 3(three) years without cumulative effect.

**Major Penalties:**

1. Withholding of increments of pay with cumulative effect
2. Reduction to a lower stage in time scale of pay for a specified period
3. Reduction to a lower time scale of pay, grade, post or service
4. Compulsory retirement
5. Removal from Service
6. Dismissal from Service

Usually, Head of the Institution or a person designated by MES, shall be competent authority to complete the procedure and impose penalties. The appeal against such orders can be made by such employee to the executive council of MES whose decision will be final.

**EXPLANATIONS:**

The discharge of a person

- a) appointed on probation during the period of probation, or
- b) engaged under contract in accordance with the terms of contract or
- c) engaged under ad hoc as per the terms of the appointment order
- d) appointed otherwise than under contract to hold a temporary appointment on the expiry of the period of the appointment, does not amount to removal or dismissal within the meaning of this rule.

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When a lower authority has declined to impose a penalty in any case it shall not debar a higher authority from exercising its jurisdiction under this rule in respect of the same case.

#### **VIII. Punishments**

##### **Purpose of Punishments:**

- a) It is intended to make the delinquent suffer for his misconduct, and
- b) It is intended to work as a deterrent to others.

##### **Quantum of Punishment:**

The punishment to be imposed whether minor or major depends upon the nature of every case and the gravity of misconduct proved.

##### **Grounds for Punishment:**

Willful disrespect to the code of conduct rules framed by Matrusri Education Society (MES)

##### **Consequences of Punishment:**

###### **A. Minor Penalty:**

**Censure:** Every censure awarded shall debar an employee for promotion / appointment by transfer for one year to both selection and non-selection posts.

Censure has no direct financial implications as such. However, it may indirectly adversely affect an employee financially where his promotion, confirmation or EB is withheld or postponed as a consequences of the imposition of the penalty.

**Withholding of Promotion:** This penalty awarded to employees shall debar the individual for promotion / appointment by transfer to higher post during the period of subsistence of penalty which shall be indicated in the order imposing the penalty subject to a minimum period of one year, both for selection and non-selection posts.

Though the employee retains his right to be considered for promotion even during the currency of this penalty, but since the promotion shall be given effect to only after the penalty is over, there is bound to be financial loss due to the delayed promotion.

##### **Withholding of increments of pay:**

- Without cumulative effect: This penalty awarded to employees shall

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debar him/her for promotion/appointment by transfer to a higher post during the period subsistence of penalty which shall be indicated in the order subject to a minimum period of one year, both for selection and non-selection posts.

In case of withholding of increments without cumulative effect, the financial loss is specific ad ascertainable. But if the increment is withheld with cumulative effect the financial loss is immense and not specifically ascertainable.

The reason is that not only his pay in the time scale remains depressed by the number of increments with held but his pay will be fixed at a lower stage when he gets promoted in due course that a higher scale, grade or post.

##### **Suspension, where a person has already been suspended to the extent considered necessary:**

- i) Where suspension is revoked exonerating a person fully his/her case may be considered for promotion with retrospective effect.
- ii) Where the disciplinary proceedings finally resulted in a penalty he/she will be debarred during the period of penalty and subject to a minimum period of one year from the date of reinstatement.
- iii) In case the suspension period itself is treated as substantive penalty, he/she shall be debarred for promotion/appointment by transfer for a period of minimum one year both for selection/non-selection posts.

##### **REDUCTION TO A LOWER STAGE IN THE TIME SCALE OF PAY FOR A PERIOD NOT EXCEEDING 3 YEARS WITHOUT CUMULATIVE EFFECT AND NOT ADVERSELY AFFECTING HIS PENSION.**

It is now stands a minor penalty specifically indicated. Therefore it is necessary that every order passed by a Competent Authority imposing on an employee the penalty of reduction to a lower stage in the time scale should indicate:

- i) the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative;
- ii) the stage in the time scale (in terms of rupees) to which the employee is reduced; and
- iii) the extent (in terms of years and months) if any, to which the period referred to at (i) above should operate to postpone future increments:

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**REDUCTION TO LOWER STAGE IN TIME SCALE AS MINOR PENALTY – THE IMPLICATIONS OF THE PENALTY ARE:**

- I) reduction to the lower stage must be within the same scale i.e., the pay cannot be reduced below the minimum of the scale;
- II) the period of reduction cannot exceed 3 years;
- III) the employee will draw his normal increment during the period of reduction. No power vests with the DA to withhold his normal increment during the penalty.
- IV) since the penalty has to be without cumulative effect, the person concerned shall be entitled to his normal pay (which he would have drawn but for the penalty) in the time scale of the expiry of the period of penalty.

**MAJOR PENALTIES:**  
**WITHHOLDING OF INCREMENT OF PAY WITH CUMULATIVE EFFECT:**

It amounts to a major penalty.

The case of such employees shall not be recommended for promotion/appointment by transfer for twice the period for which the increment(s) are stopped with cumulative effect, both for selection and non selection posts;

Such individual shall not be recommended for promotion/appointment by transfer for twice the period with a minimum of one year both for selection and non selection posts.

**REDUCTION TO A LOWER STAGE IN THE TIME SCALE:**

The financial implications of the penalty differ and the discretion vests with Disciplinary Authority in regard to the imposition of this penalty.

**REDUCTION TO A LOWER TIME SCALE OF PAY, GRADE, POST OR SERVICE:**

The penalty is imposed for an unspecified period. However, the DA has the discretion to impose the penalty for a specified period also.

It depends upon the nature of penalty to be imposed by the Disciplinary Authority and calculation of increments and financial implications etc.

**COMPULSORY RETIREMENT:**

It is a premature retirement. It is an administrative action which is not a punishment. The employee remains entitled to the benefits.

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The penalty differs from dismissal or removal from service in regard to the retirement benefits while dismissal or removal from service entails forfeiture of past service and deprivation of retirement benefits, the penalty of compulsory retirement is imposed remains entitled to the proportionate pension on the basis of service rendered by him. There is no bar to his reemployment.

**REMOVAL FROM SERVICE:**

Which shall not be a disqualification for future employment

**DISMISSAL FROM SERVICE:**

Which shall ordinarily be a disqualification for future employment. provided that in all proved cases of misappropriation, bribe, bigamy, corruption, moral turpitude, forgery and outraging the modesty of women, the penalty of dismissal from service shall be imposed.

**1. Steps to be followed before imposing penalties:**

- I. the framing of charges
- II. the appointment of a presenting officer
- III. the conduct of enquiry proper by examining witnesses and cross-examining them on both sides.
- IV. supply of documents necessary to the delinquent officer to effectively put up his defence.
- V. the report of the enquiry officer.

**2. Charge-sheet:**

a) Essential requirements of charge-sheet: The essential requirements of charge-sheet are:

- I. The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge.
- II. It shall be communicated to the person charged.
- III. A statement of the imputations of misconduct or misbehavior in support of each article of charge, which shall contain –
  - A statement of all relevant facts including any admission or confession made by the employee.
  - Copies of documents by which and copies of statements of witnesses by whom, the articles of charge are proposed to be sustained, and
- IV. He should be asked to state whether he desires to be heard in person.

**b) Service of charge-sheet:**

Where a charge-sheet has been served through Registered post and the

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accused officer has refused to accept the Registered letter, it was held that it amounts to valid service.

**c) Delay in service of charge-sheet:**

The decision to initiate disciplinary proceedings cannot be subsequence to the issuance of the charge-sheet, since issue of the charge-sheet is a consequence of the decision to initiate disciplinary proceedings. Framing the charge-sheet, is the first step taken for holding the enquiry into the allegations, on the decision taken to initiate disciplinary proceedings. The charge-sheet is then served on him to enable him to give his explanation; if the explanation is satisfactory, the proceedings are closed, otherwise, an enquiry is held into the charges.

**3. Procedure for imposing penalties**

Whenever it is proposed to take disciplinary action against an employee, the first step is to reduce the grounds on which it is proposed to take action into the form of definite charge of charges and to communicate the charge-sheet so prepared to the person charged, together with a statement of the imputation of misconduct or misbehavior and a list of documents and witnesses by which each article of charges is proposed to be sustained. In such charge-sheet, the delinquent shall also be required within a reasonable time to file a written statement of his defence and to state whether he desires to be heard in person.

**a) Salient Features:**

- I. For imposition of a major penalty, an enquiry should be conducted as envisaged in the rules.
- II. The disciplinary authority may itself conduct the enquiry or appoint an inquiry authority to conduct the enquiry.
- III. The disciplinary authority\* itself can prepare or cause the preparation of the articles of charges, statement of imputations of misconduct or misbehavior.
- IV. The articles of charges, statement of imputation of misconduct and list of witnesses and documents should be served on the employee by the disciplinary authority or at its instance and the employee should be required to submit the statement of defence and to state whether he desires to be heard in person.
- V. The disciplinary authority on receipt of statements of defence or where no statement of defence is received within the stipulated time, conduct the enquiry itself or appoint an inquiry authority to do so.

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**b) The employee is given reasonable opportunity to prove his innocence.**

- I. The articles of charge with statement of imputations, copies of documents and list of witnesses proposed to be examined have to be furnished to the delinquent officer and he should be asked to submit a written statement of defence within ten days and to state whether he desires to be heard in person.
- II. A presenting officer has to be appointed unless the disciplinary authority itself inquires into the charges
- III. In the enquiry, witnesses shall be examined by the presenting officer and may be cross-examined by the employee.
- IV. The employee can take the assistance of another employee in service or retired or where the presenting officer appointed is a legal practitioner he can also take the assistance of a legal practitioner.
- V. The employee can himself also produce witnesses on his behalf and they may be cross-examined by the presenting officer.
- VI. The employee shall be entitled to inspect the documents on which the Articles of Charges are based and if he applies in writing for the supply of the copies of the statement of witnesses.
- VII. After the conclusion of the enquiry, a report shall be prepared.
- VIII. When the Enquiry Officer is not the Disciplinary Authority the delinquent employee has a right to receive a copy of Enquiry Officer's report irrespective of any rule before arriving a decision by Disciplinary Authority.
- IX. Whenever the Disciplinary Authority disagrees with the findings of the Enquiry Officer or any article of charge, then before it records its own findings on such charge(s), it must record its own findings on such charge it must record its tentative reasons for such disagreement and give to the delinquent employee an opportunity to represent.

**MISCELLANEOUS:**

All employees are automatically governed by the Code of Conduct of other rules that may be framed from time to time. Any violation thereof shall attract disciplinary action.

The decision of the Executive council of the MES regarding the interpretation of these rules and on any other point which is not covered under these rules, shall be final and binding on the employees.

**AMENDMENTS:**

The Executive Council may amend, modify or add to these rules, from time to time and all such amendments, modifications or additions shall take effect from the date stated therein.

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**DUTIES AND RESPONSIBILITIES OF  
THE HEAD OF INSTITUTION**

One of the important responsibilities of a Principal is regulation of academic & general administration and monitoring the systems, policies, procedures and functioning of the institution so as to meet the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the University; along with the expectations of the top management; students and their parents. The following are some of the important responsibilities coming under this category:

1. The Head of Institution should be a true academic leader and a source of inspiration for students and staff in regard to knowledge, character and culture.
2. He shall project a powerful image of the institution, play a dynamic role, maintain successful public relations and be a leader in organizing academic, extension, literary and cultural activities.
3. He is expected to act like a non-party secular dignitary with imagination and absolute impartiality giving no scope for sycophancy on the part of staff.
4. In dress and demeanor and in attendance, punctuality and style of functioning the Head of Institution should be a pace-setter to the staff and students.
5. He shall exercise effective supervision by devising suitable means with the help of HOD's and setting up targets, watching the progress of work of teaching staff going on frequent rounds during working hours.
6. He shall ensure the regular implementation of academic and other programmes in accordance with the annual academic plan drawn in HOD's meeting based on directives from O.U.
7. He shall handle the prescribed number of classes in respect of teaching, the principal should endeavour to be an exemplar considering himself as first teacher.
8. It will have a salutary effect if principal is in touch with the students of the institution. Thoughtfulness, friendly attitude and a sympathetic understanding go a long way in facilitating of administration.
9. The principal must play a leadership role and assume full responsibility for educational standards and discipline in the institution. Through HOD's, he should monitor class work of faculty and collect feedback from students on the performance of faculty. If students are not found to be upto the mark in any subject of a department he must direct the HOD to adopt remedial measures.

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10. Members of the faculty of any department found to be reluctant to take part in special programmes for improvement of academic standards and personality development of the students must in the first instance be persuaded by gentle appeals to realize their obligations. If they remain still unwilling and non-cooperative, must direct HOD's to initiate appropriate action against faculty members and names of such faculty be reported to Management for further disciplinary action.
11. The principal should hold staff meetings atleast twice in a semester and also separate meetings with the HOD's of the subject departments as frequently as possible to review the progress of work and to assess special situations calling for suitable measures for proper maintenance of academic standards and general discipline.
12. The principal is liaison between Management and staff of the institution. The grievances and issues pertaining to service of the staff to be brought to the notice of the Management, and he shall offer suggestions for redressal of their grievances.
13. The principal shall prepare annual budget, plans for procurement of equipment, accommodation, books etc. and manpower requirements with the help of HOD's of various departments and submit to the Management for necessary sanctions. All financial transactions of the institutions to be carried with prior approval of the Management.
14. The entire premises of the institution, the classroom, the laboratories, library, etc. should be kept neat and presentable. This will have a silent but salutary effect on the tone of the institution.
15. The principal is an academic leader and an administrator. He must effectively supervise the maintenance of proper accounts, records and registers pertaining to the institution by the staff of academic, administrative and accounts departments.
16. The principal is the king-pin and sheet anchor of the college organizational health of the institution will largely depend on him.
17. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
18. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
19. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit, and any such other matter related to the administration of the college.
20. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government and university apart from the ones conducted by the top management.

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21. Maintaining the infrastructure of the institution with the help of the concerned staff and protecting the life and property of all associated with the institution.
22. Maintaining cordial relations with the staff, students, parents and with all those connected to the institution both directly and indirectly.
23. Following all the systems & procedures required for NBA Accreditation.
24. The Principal needs to locate, contact, attract and recruit the right kind of the faculty members suitable for the institutions keeping in view the future needs of the institution.
25. Nurturing and facilitating the faculty and giving all the necessary guidance and support.
26. STRATEGIC FUNCTIONS :  
The Principal needs to shoulder various strategic functions which are aimed at developing network and alliances which pay rich dividends in long term. The following are some of the strategic functions.
  - Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
  - Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college.
  - Contributing to various governmental and non-governmental agencies resources from the side of the institution so as to gain long term association and commitment from these bodies.
27. The Principals are required to submit regular reports (monthly, quarterly, biannual and annual) of every function that they have taken-up or intend to take-up to the top management (CEO, COO and Director – HR)
28. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HOD's, and the Governing Council.

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#### **DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT**

Every Head of the Department is expected to work with a high standard of initiative, efficiency and economy and report to the Principal and take all the necessary guidance and support. They are required to be conscious of the fact that they are the ones responsible for the fulfillment of the tasks set by the top management at the Departmental level. The HODs would be appointed by Management with strong recommendation from the Principal of the College. They need to fulfill the following responsibilities and send the monthly report to the Principal.

- Informing all his / her department colleagues regarding the tasks set forth by the top management as well as Principal pertaining to the Department.
- Being a role-model for all his / her colleagues by shouldering responsibilities related to academic and administrative functions.
- Coordinating the preparation of academic schedules at least one month before the actual beginning of each academic (semester) session and ensuring that the schedule is implemented in totality.
- Preparing the requirement plan for each of the laboratories at last six months in advance and coordinating the procurement at least three months in advance.
- Setting-up of laboratories and preparing all the necessary manuals, protocols and registers required for maintenance of the laboratories.
- Coordinating the stock verification maintenance of the lab equipment as per prescribed norms.
- Recommending to the Principal of the leaves of the staff within the department as per norms and making alternate arrangements for the fulfillment of the academic responsibilities.
- Conducting regular staff meetings of the department as per the norms and maintaining the minutes of meetings in the registers and files.
- Maintenance of all the records, registers, files pertaining to the department and preparing a list of the same.
- Monitoring the conduct of the classes pertaining to the department / subject on daily basis and preparing a report on the mistakes or lapses if any.
- Coordinating the syllabus completion at regular intervals and preparing fortnightly reports and submitting them to the Principal.

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- Checking the attendance register every week and signing after verification. If any mistakes / errors are found that should be informed to the concerned faculty at the same time, so that necessary action can be taken immediately.
- Overseeing the discipline of students in the concerned department and preparing lists of students who are found not following basic discipline and conduct.
- Conducting monthly staff appraisals of the faculty within the department, it could be an informal talk with the faculty and sending the appraisal report to the Principal immediately.
- Setting the targets for the subject concerned / against which the results will be analysed.
- Any other responsibility entrusted by the Principal from time to time based on necessity.

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#### **DUTIES AND RESPONSIBILITIES OF FACULTY**

- 1) **ACADEMIC :**
1. Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.
  2. The members of the faculty must go to their classes thoroughly prepared. They must maintain relevant academic records prescribed by university and departmental head, indicating upto date knowledge and acquaintance with the latest trends in their subjects.
  3. Every member of the faculty must keep himself/herself abreast of the development in his / her subject and cultivate proficiency in content and presentation.
  4. It shall also be faculty duty to discover new knowledge, maintain high professional standards, strive for academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.
  5. The faculty member should be full of details about the subject allotted to him and thorough in all aspects. Brief notes or summary can be given on certain important aspects and latest trends in the subjects normally not available in text books.
  6. It shall be the duty of every faculty member to systematically and methodically complete the prescribed syllabus as per the Annual Academic Plan of teaching schedules drawn up by the Department well in advance leaving sufficient time for revision before the O.U examinations. He shall furnish a statement of work done, every month to the Principal through HOD concerned.
  7. The members of faculty have to be observed one healthy principle is that they should present the material without too frequently consulting the notes or text books in the class.
  8. The members of faculty shall not reduce themselves to Robots or mechanical purveyors of information. They must encourage discussions in classes by the question and answer method, which in turn creates interest among students.

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9. He shall conduct periodical examinations as per the annual plan and university stipulation.
  10. It shall be the duty of every faculty member to actively participate in all programme of institutionalized coaching, both for academically and socially backward, students as assigned to him by the Head of the Department.
  11. The faculty members must perform their duties whole-heartedly and take the guidance of HOD or principal as the case may be.
- 2). **GENERAL CONDUCT :**
1. He shall abide by the rules and regulations of the institution and shall show due respect to constituted authority.
  2. The members of the faculty must be regular in attendance and punctual. They must be present in the College during the working hours whether or not they have work during certain periods.
  3. He shall be regular and punctual in attendance in respect of his class work, examinations and extra-curricular activities or any other work connected with the duties assigned to him by the Head of the Department.
  4. In dress and demeanor the members of the faculty must be models of decency, culture and academic leadership.
  5. No member of faculty should be absent without the prior permission of the Principal. Apart from the needs of discipline, prior-notice to the HOD, is essential in order to enable him to make alternate arrangements for running classes.
  6. He shall desist from going on casual leave on a day of heavy work nor apply for leave simply because such leave has to be exhausted. He shall apply for leave in advance except in totally unforeseen circumstances, so as to enable the Head of the Department to make substitute arrangements.
  7. The leisure time of the members of the faculty should be fully utilized either preparation of class work or for making worth while contributions involving extensive study and original thinking.
  8. Every faculty shall undertake such work as may be assigned to him by the Head of the Institution relevant to his duties as faculty, whether of curricular, co-curricular or extra curricular nature, applied or field work related to his subject or work of the nature of social service, when required to do so, even beyond the regular working hours or even when the institution is not functioning during vacation or holidays. Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the institution.

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9. The faculty members to whom students are entrusted for proctorial work must get into close touch with their students and make sincere attempts to understand and solve their problems.
  10. The faculty members must encourage right thinking students to form into squads for social service and for counter action of undesirable tendencies of their fellow students.
  11. The members of faculty must engage themselves in extra-curricular activities of the college, which can promote broader outlook and allround development of the students to enable the students to become active and useful citizens in future.
  12. He shall be resident in the station except during vacation or on leave in which case he shall leave with the prior permission of the Head of the Department, intimating his vacation leave address.
  13. All the members of faculty must accept the guidance of the HOD/Principal and actively participate in all the programmes drawn up by the HOD/Principal in the interests of the College.
  14. Give and expect due notice before a change of position is made.
  15. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, of the educational institution.
- 3). **PROFESSIONAL NORMS:**
1. A faculty member shall consistently uphold the highest standards of professional ethics in the course of performance of his duties and shall so conduct himself as not to give rise to any suspicion or doubt, with regard to his honesty and impartiality.
  2. Gross partiality in assignment of students, deliberately over-marking/under-marking of attempted victimization of students on any grounds, shall constitute improper conduct on the part of a faculty.
  3. No faculty member shall engage himself in coaching privately any students for any remuneration under any circumstances. Those who violate this regulation shall be liable for disciplinary action.
  4. No faculty member shall indulge in or encourage any form of malpractice connected with examination or any other activity in the institution.
  5. Every faculty member shall use his influence with men students to ensure that women teachers and women students are treated with decency and honour in co-educational institutions.
  6. The faculty should strive to keep the whole atmosphere of the college should be healthy and conducive to peaceful and uninterrupted academic work.

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7. It is obligatory on all faculty members of the institution to put forth their best efforts in the interests of the institution.
8. Seek to make professional growth continuous through study and research
9. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
10. Maintain active membership of professional organizations and strive to improve education and profession through them
11. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for exchange of ideas and for the benefit of the institution.
12. To respect the confidentiality of sensitive information. such information should not be repeated discussed or removed from your work area except for legitimate work reasons.

**4). MAINTENANCE OF DISCIPLINE:**

1. The members of faculty are essentially academic leaders should not resort to ventilating their grievances through unhealthy petitioning or manipulation of students intervention. Any special problems or difficulties may be discussed in the staff council meetings for proper solution.
2. All the members of the faculty should form a disciplined and purposeful team subordinating their individual opinions and caprices to the higher academic purposes and fit into the organizational frame work.
3. Manage their private affairs in a manner consistent with the dignity of the profession
4. Respect the right and dignity of the student in expressing his/her opinion
5. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
6. Refrain from inciting students against other students, colleagues or administration.
7. Treat other members of the profession in the same manner as they themselves wish to be treated
8. Speak respectfully of other teachers and render assistance for professional betterment

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9. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
10. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
11. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.
12. To maintain appropriate workplace behavior that fosters collegiality and teamwork without which, the college cannot achieve its goals in an effective and efficient manner.

**5). SERVICE TO THE PROFESSIONAL / GENERAL SOCIETY:**

All the faculty members in pursuit of academic excellence shall involve themselves in the following functions:

- Raising the technical awareness of the lay-public through direct interaction or through print and electronic media.
- Holding office or committee positions on professional / honorary societies.
- Serving on committees of international, national and regional technical / academic / general purposes.
- Editing professional journals, technical monographs and proceedings of conferences.
- Serving as peer-reviewer for journals, publishers of professional literature and funding agencies.
- Any other documentable service to the profession or public.

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#### **DUTIES & RESPONSIBILITY OF EMPLOYEES**

##### **A. GENERAL**

1. The employee shall discharge his duties efficiently and diligently and shall conform to the rules and regulations as prescribed by the Management from time to time.
2. No employee shall absent himself/herself from his/her duties without prior permission from the head of the institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave.
3. Every employee shall, at all times, be devoted to his duty and shall maintain absolute integrity, discipline impartiality and a sense of propriety. No employee shall behave or act in a manner unbecoming of an employee of an educational institution.
4. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and authority.
5. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment, except when he is acting under the direction of his superior official.

##### **B. PRIVATE EMPLOYMENT OR TRADE AND INVESTMENT**

1. No employee shall, except with the previous sanction of the management, negotiate for or undertake any other employment or work or engage directly or indirectly in any trade or business, save in the course of his official duties.
2. Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character under information to the superior official.
3. Provided further that if the undertaking of any such work involves holding of an elective office, he shall resign his appointment under the management and after his resignation is accepted, he may seek the holding of an elective office.

##### **C. FINANCIAL IRREGULARITIES**

1. No employee shall accept any fee for any work done by him for any public body or any private persons without the general or special sanction of the management.
2. No employee shall speculate in any stock, share or other investment.

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3. An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceedings is instituted for the recovery of any debt due from him for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the management.

##### **D. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION**

1. No employee shall, except in accordance with any general or special order of the management communicate directly or indirectly any official document or any of its contents or any official information to any employee not authorized to receive the same or to any other person or the press.
2. An employee connected with examination work is specially required to be very cautious and shall not, under any circumstances, divulge any information that passes through in hand in the discharge of his duties to unauthorized persons.

##### **E. TAKING PART IN POLITICS AND ELECTIONS**

1. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall participate in any political movement or activity.
2. No employee shall canvass or otherwise interface with or use his influence in connection with or take part in any election to Parliament or any House of State Legislature or of any Local Authority of Body, unless he resigns his appointment and his resignation is accepted. Any contravention of this provision by an employee shall be regarded as sufficient ground for his removal.

##### **F. JOINING OF ASSOCIATION BY EMPLOYEES**

No employee shall join, or continue to be member of an association the objectives and activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

##### **G. TAKING PART IN STRIKES AND DEMONSTRATION**

No employee shall participate in any demonstration or in any strike or similar activities, which are prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offense or in connection with any matter pertaining to his service or to any other matter which tends to bring the institution into disrepute or in any way instigate, incite or abet form of strike by employees.

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**H. INFLUENCING AUTHORITIES FOR FURTHERANCE OF INTERESTS AND PERSONAL REPRESENTATIONS**

No employee shall bring or attempt to bring any political or other extraneous influence to bear upon any superior authority for the furtherance of his interest in respect of matters pertaining to his service under the management.

**I. VINDICATION OF ACTS OF EMPLOYEES AS SUCH**

1. No employee shall except with the previous sanction of the management, have recourse to the press or any court for the vindication of his official act which has been the subject matter of adverse criticism or an attack of defamatory character in public, nor shall accept from any person or body, compensation of any kind for malicious prosecution of defamatory attack in respect of his official act unless such compensation has been awarded by competent court of law.

2. Provided that nothing in this rule shall abridge or otherwise effect the right of an employee to vindicate his private character or acts by him in his private capacity.

**J. DRINKING**

An employee shall strictly abide by law relating to intoxicating, drinking or drugs in force in any area for the time being, take due care that the performance of his duties is not affected in any way by the influence of any intoxicating, drink or drug in a public place and not appear in a public place in a state of intoxication and not habitually use any intoxicating drink or drug to excess.

**K. COMMUNAL ACTIVITY**

No employee shall practice, propagate or incite any student to practice or propagate casteism, communal or sectarian activity or untouchability nor discriminate against any person on the grounds of caste, creed, language, place of origin, social and cultural background.

**L. BEHAVIOR IN PUBLIC**

1. No employee shall misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.

2. No employee shall encourage or incite any student, teacher or any employee to behave in a disorderly manner in the premises of the institution.

3. No employee shall organize or attend any meeting during the working hours of the Institution except with the permission of the Head of the Institution.

4. No employee shall indulge in any violence or any conduct which involves moral turpitude, or cause or incite any other person to cause, any damage to the property of the institution.

**M. BEHAVIOR WITH STUDENTS**

1. No employee shall use abusive or filthy language so as to hurt the sentiments or feelings of the students of Institution or within the class room or within the premises of the institution.

2. No employee shall resort to inflicting corporal punishments like beating the students in the class-rooms or within the institution premises. However, any act of misbehavior on the part of students shall be brought to the notice of the head of the institution only. Even the heads of institutions shall not resort to beating the students under any circumstances.

3. No employee shall encourage students to follow any "ism" or any particular way of behaviour which is prejudicial to the interest of students and also to the interest of the society in general.

4. No employee shall encourage the students to write bad slogans or abusive language against the management or against the other employee of the institution on the walls of the institution or on the black-board.

5. No employee shall either borrow or lend money from the students.

6. No employee shall collect any amounts from the students other than the prescribed fee or the fee for any other purpose other than prescribed by the Government.



## LEAVE RULES

The following kinds of leave would be admissible to employees of the institutions managed by MES, Hyderabad.

### A. Leave Treated as duty

Casual Leave

### B. Leave Earned by duty

1. Half Pay Leave
2. Commuted Leave
3. Earned Leave

### C. Leave not earned by duty

Extra Ordinary Leave

### D. Leave not debited to leave account

Maternity Leave

Any unauthorized absence from duty is liable to be treated as leave without pay. Any leave may be availed only after obtaining proper sanction in advance.

As per Fundamental Rule 67, "Leave cannot be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it".

### 1. CASUAL LEAVE

Casual Leave is not provided for in the Fundamental Rules and is a concession to enable employees of the institution in special circumstances to be absent from duty for a short period without such absence being treated as regular leave.

The maximum number of days of casual leave that can be availed of by an employee in a calendar year (Jan 1 to 31st Dec) is 15.

Casual leave may be granted combining with Sundays or other authorized public holidays subject to the condition that the total period of absence does

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not exceed 10 days at a time.

Casual leave for half a day may be granted for the forenoon or afternoon session. Teaching faculty can be granted casual leave for half a day only if for the leaving half day they have no class work as per the time table. The applicants need to make alternate arrangement for class work as per time table if he wants to avail half day casual leave.

In the case of institutions working on shift system there are no two sessions and as such half-a-days casual leave cannot be granted.

#### Note:

1. The fact that a maximum of 15 days has been fixed for the casual leave to be taken within a calendar year does not mean that an employee is entitled to take the full amount of casual leave as a matter of course, it is on the basis of C.L. proportionately earned.
2. Casual Leave should not, in the normal course, exceed 3 days per month, subject to the existing limit of 15 days in a calendar year.
3. Heads of Departments should ensure that the classes not taken by the faculty member during the period of absence must be fully compensated by programmed instruction.
4. Casual leave cannot ordinarily be taken in combination with any leaves recognized by the leave rules, with joining time or with vacation.

### 2. HALF-PAY LEAVE

Half-pay Leave admissible to an employee for each completed year of service is 20 (TWENTY) days. The half pay leave is admissible in respect of period spent on duty and on leave including extra ordinary leave. Half-pay leave is earned in respect of completed years of entire service.

In the case of permanent employee the half pay leave may be granted on Medical certificate or on private affairs or academic activities.

In case of Adhoc employee the half pay leave of 10 days for a year may be granted on medical certificate after putting in a regular service of one year.

### 3. COMMUTED LEAVE

Commutated leave not exceeding half the amount of half-pay leave due may be granted on medical certificate to a permanent employee subject to the following conditions:-

- Commuted leave during the entire service be limited to a maximum of 240 days.

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- When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.
- The half pay leave on production of medical certificate is commuted into leave on full pay for one day for every two days of half pay leave.
- The duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

No commuted leave may be granted unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on its expiry.

**Note:**

When commuted leave is granted and when an employee intends to retire or resign subsequently the commuted leave should be converted to half-pay leave and the difference between the leave-salary in respect of commuted leave and half pay leave should be recovered from him.

An undertaking to this effect be taken from an employee whenever commuted leave is sanctioned to him.

**4. MATERNITY LEAVE**

Maternity leave on full pay may be granted to permanent (including approved probationers) married women employee of the Institution for a period which extends upto 120 days from the date of its commencement subject to the condition that it shall be granted to those with less than two surviving children only.

Non-permanent (temporary) employees should take for maternity purpose the ordinary leave (full pay leave) for which they may be eligible and if they are not eligible for any leave on average pay or if the leave to their credit is less than 4 months, maternity leave may be granted for a period not exceeding 4(FOUR) months or for the period that falls short of 4(FOUR) months as the case may be.

**Other conditions:**

1. Maternity leave is granted only on two occasions during the whole period of service of married women employee.
2. The above rules shall apply to the grant of maternity leave in cases of
  - (a). Confinement (b). Miscarriage (c). Abortion
3. The application for the leave is supported by a certificate from the competent medical authority.

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4. Maternity leave may be combined with leave of any other kind but any leave applied for in continuation of the former may be granted only if the request is supported by a Medical Certificate.
5. Regular leave in continuation of maternity leave may also be granted in case of illness of newly born baby by producing a medical certificate to the effect, that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

**5. EARNED LEAVE**

1. (i) A permanent employee in superior service earns leave at the rate of one eleventh of the period spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 240 days.

- (ii) A permanent employee in last grade service earns leave at the rate of one-twenty second of the period he has spent on duty.

However, earned leave shall accrue at the rate of 1/11 of the period spent on duty in the case of employees belonging to last grade service whose services have been regularized, such persons can accumulate leave upto 240 days.

- (iii) A non-permanent employee

- (a) If he is in superior service shall earn leave at the rate of one-eleventh of the period spent on duty if he is a probationer and at the rate of one-twenty-second of the period spent on duty in other cases. For a probationer the accumulated leave could be 240 days and a temporary/employee shall cease to earn leave while he has to his credit such leave amounting to thirty days.

- (b) If he is in the last grade service, earns leave at the rate of one-twenty-second of the period spent on duty provided that he shall cease to earn leave while he has to his credit such leave amounting to 50 days or 30 days as the case may be, according as he is an approved probationer or not.

2. If a permanent employee in superior service is in a vacation department his earned leave shall for each year of duty in which he has availed himself of the vacation i.e., reduced by 30 days (28 days w.e.f. 01-11-89). If a part only of the vacation has been taken in any year the period by which the earned leave shall be reduced shall be a fraction of 30 days equal to the proportion which the part of the vacation taken bears to the full period of vacation.

If an employee whose leave earning capacity is 1/22 of the period spent on duty, is in a vacation department, his earned leave shall be reduced by 15

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days for each year of duty in which he has availed himself of the vacation. If a part only of the vacation has been taken in any year the period by which the earned leave shall be reduced shall be a fraction of 15 days equal to the proportion which a part of the vacation bears to the full period of the vacation.

Earned leave is not admissible to a last Grade employee in a vacation department who is not in permanent employment.

3. According to the above rules the calculation of earned leave in respect of the employee working in vacation department is to be made as follows:

- i) The period of duty from the date of regular appointment or the date of appointment or the date of rejoining duty after the expiry of the previous spell of leave as the case may be has to be calculated first in days.
- ii) Then the leave earned may be calculated at 1/11 or 1/22 as the case may be as per eligibility of the particular employee.
- iii) The earned leave so arrived at has to be reduced by 30 days in the case of those who earn leave at 1/11 and 15 days in the case of those who earn leave at 1/22 for each year of vacation availed.
- iv) If any year the incumbent has been prevented from availing himself of vacation, the number of days to be reduced and earned leave arrived are as follows:

No. of days of vacation actually availed by	30 days or 15 days as the case may be (vide item iii above)
No. of days of full vacation.	(i.e., 30/42 or 15/42)

**Note:**

1. For purpose of items (iii) and (iv) above summer vacation only has to be taken into consideration and not the short term holidays.
2. The head of the office should ensure that entries in the service books of the employees are invariably made regarding availment of full or proportionate summer vacation by the employee concerned, duly noting the total period of vacation for every year.

When vacation is combined with earned leave and half pay leave on private affairs the total period should not exceed 240 days.

- v. Adhoc Employees are made eligible for 6 (SIX) days E.L. per annum along with vacation as decided by Head of the Institution.
- vi. Non-Technical ad-hoc employees are eligible for 20 days (twenty)

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days E.L. (availment) per annum on completion of one year service. No annual vacation is permitted.

- vii. Availment of E.L. is not more than 3 (three) times in a year for all employees.
- viii. Earned leave or half pay leave should not be prefixed or suffixed to the terminal holidays not exceeding 15 days. Holidays which do not exceed 15 days cannot be considered as vacation.
- ix. Availment of E.L. is to be with prior approval from the competent authority with 14 days advance application.
- x. No employee shall be granted leave of any kind for a continuous period five years
- xi. Vacation may be availed of in combination with or in continuation of any kind of leave admissible under the rules provided that the total duration of vacation and earned leave taken in conjunction, whether such earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of leave due and admissible to the employee at a time.
- xii. When employee is appointed temporarily in the first instance and placed on probation at a subsequent date with retrospective effect, his leave account shall be recast with effect from the date of retrospective regularization of his service, but the leave already availed of between that date and the date of retrospective effect shall not be altered in any manner and any additional leave that becomes due as a result of recasting of leave account shall be availed of only after the latter date.
- xiii. Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

**6. EXTRA ORDINARY LEAVE:**

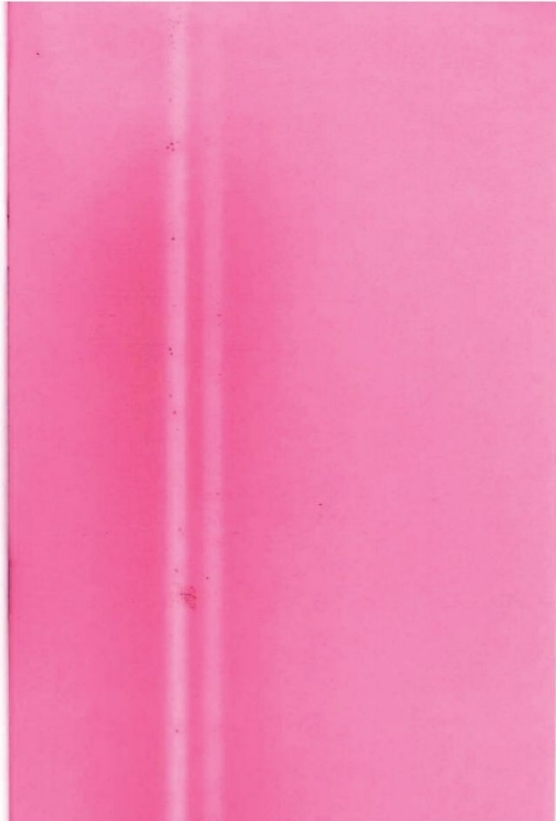
1. A permanent employee may be granted extra-ordinary leave when;
  - (a). No other leave is admissible or
  - (b). No other leave is admissible and the employee applies in writing for the grant of extra-ordinary leave.
2. Extraordinary leave shall always be without pay and allowances
3. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not

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exceed 3(THREE) years, except in cases where leave is taken on medical certificate.

4. The total period of absence from duty shall in no case exceed 3(THREE) years in the full working tenure of the individual employee.
5. Grant of extraordinary leave is purely at discretion of the Management of the institution.

*[Handwritten signature]*



**Policy Document**  
**(Weblink- <http://matrusri.edu.in/students-download>)**



**Matrusri Engineering College**

(Sponsored by Matrusri Education Society, Estd. 1980)

(Approved by AICTE, affiliated to Osmania University)

16-1-486, Saidabad, Hyderabad – 500 059, Telangana Telephone: 040-2407 2764

Email: [principal@matrusri.edu.in](mailto:principal@matrusri.edu.in), [www.matrusri.edu.in](http://www.matrusri.edu.in)

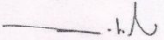
No. MECS/Estt /Circular/14/2017

Dt: 24.07.2017

**Circular**

All the Head of the Departments are hereby informed to note that, the attached guidelines are to be followed for financial assistance to the faculty members for reimbursement of the following:

1. Reimbursement of NPTEL Examination / Certificate Fee for MOOCs
2. Reimbursement of Professional Body / Society / Chapter Membership Fee
3. Reimbursement of Registration Fee (Workshop / Seminar / Conference / FDP / Training Program / Awareness Program / Refresher Program etc).
4. Reimbursement of Publication Fee

  
Principal

Enc: Guidelines for Financial Assistance to Faculty

Copy to: All the HODs – CIV / CSE / ECE / EEE / MECH / S&H  
with a request to circulate among the staff members

Estt Sec / Accounts Sec / Principal's Office

*Circulate to  
all the faculty members.*

*6  
2/c HOD-EEE*



## Matrusri Engineering College

(Sponsored by Matrusri Education Society, Estd.1980)  
(Approved by AICTE & Affiliated to Osmania University)  
# 16-1-486, Saldabad, Hyderabad-500059. Ph: 040-24072764  
(ISO 9001:2015 Certified, Accredited by NBA)

Date: 20.07.2017

### Guidelines for Financial Assistance to Faculty

#### **1. Reimbursement of NPTEL Examination/Certificate Fee for MOOCs:**

- The applicant will be eligible for reimbursement once in a semester for one exam
- The applicant should score at least 60% in the certification exam or certification course as applicable and approved by scrutiny committee.
- 50 % of examination fee will be reimbursed and credited to applicant's bank account.

#### **2. Reimbursement of Professional Body/ Society/ Chapter Membership Fee:**

- The applicant will be eligible for reimbursement once in a financial year (April to March) for one life time membership.
- 50 % of Membership fee limited to Rs.5000/- will be reimbursed and credited to applicant's bank account

#### **3. Reimbursement of Registration Fee (Workshop/ Seminar/Conference/ FDP/ Training Program/ Awareness Program/ Refresher Program etc.):**


- The applicant will be eligible for once in a semester for one event.
- The programs should be recognized or organized by AICTE/IITs/NITs.
- 50 % of Registration fee limited to Rs.2500/- will be reimbursed and credited to bank account.

#### **4. Reimbursement of Publication Fee:**

- Suitable cash reward will be paid to first author if the work is published in unpaid reputed journals/Conferences like SCOPUS, SCI and ESC (Subject to scrutiny by Expert Committee).
- Reimbursement for publication in Scopus Index, SCI, ESCI or UGC recognized Journals/conferences- 50% of Publication Fee or 5000/- for Paid Journals (Subject to scrutiny by Expert Committee).
- 50% of the fee will be reimburse for faculty contribution in Book chapter or Book publication (Subject to scrutiny).
- Institution name should be one of the patent/copyrights holders while applying. The contribution will be reimbursed as applicable.
- The reimbursed amount will be credited to applicant's bank account

  
PRINCIPAL



  
Chairman, MES