



Malla Reddy College of Engineering for Women

(Approved by AICTE New Delhi and Affiliated to JNTUH)

(An ISO 9001 : 2015 Certified Institution)

Maisammaguda, Medchal, Hyderabad -500100, Telangana.

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EAMCET Code:

MREW

JNTUH Code:

RG

TEACHER CODE OF CONDUCT HANDBOOK



PRINCIPAL

Malla Reddy College of Engineering for Women

(An UGC Autonomous Institution)

Maisammaguda, Gundlapochampally

Medchal (Mdl & Dist), Hyderabad-500100, Telangana



TEACHER CODE OF CONDUCT HANDBOOK

TEACHER CODE OF CONDUCT HANDBOOK 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 for women students.

Vision:

To educate and empower young women in progressive areas of chosen fields and enable them to take up challenges as ethical and responsible global citizens.

Mission:

An institution is aimed:

- ❖ To ignite the young minds with technical knowledge and essential skills to meet the requirements of industry and society.
- ❖ To provide value-based education to make young women competent and confident to achieve ideal empowerment.
- ❖ To offer the effective teaching learning practices that blends theoretical fundamentals and hands-on experience with modern infrastructural facilities.
- ❖ To Provide a safe and secure environment in which each student is delighted to learn with ethical values.

Guidance

The Institution is well functioning as per the policies, procedures and terms and conditions as laid down by JNTU Hyderabad, AICTE and State Government 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 TASK, COURSERA, NPTEL, 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 & 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

- External – Orientation / refresher courses at University and other Educational Institutions of higher learning
- 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 Government 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 Government 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 Government pay scales and as per Institution rules and norms.
- e) DA will change as per state Government G.Os from time to time and revision of pay scales by the Government.



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 JNTUH University norms, which are also made available on web, in the departments, in the library, etc for perusal.
- ❖ Academic regulations of JNTUH 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 JNTUH 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 JNTUH 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/ JNTUH for the promotion of faculty members.

Service Rules, Conduct Rules and Duties

The Published rules in the form of a book 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 JNTUH 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/she 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 Department, 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 of 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.



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