



# METHODIST

## COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE New Delhi | Affiliated to Osmania University, Hyderabad

Estd : 2008 Address : King Koti Road, Abids, Hyderabad, Telangana, 500001 | Email : [principal@methodist.edu.in](mailto:principal@methodist.edu.in)

### CODE OF ETHICS AND CONDUCT

The College strives towards excellence by imparting essential technical skills as well as a holistic approach towards shaping the students into responsible, worthy students of the future. It is mandatory that every staff member should go through the norms/rules of the Institution. He / She is expected to strictly adhere to these rules/norms in order to maintain Quality in the institution. Any staff member acting in violation of these rules/norms is liable for disciplinary action.

#### **CODE OF CONDUCT FOR PRINCIPAL**

- The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding.
- Should have the following qualities towards the development of the institution and welfare of stakeholders
- Implement the new ideas and plan to execute the vision and mission of the institute.
- Listen to the student's ideas and set a supportive tone.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the institution.
- Be fair in disciplinary actions for all the members of teaching and non-teaching fraternity and students.
- Recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback.
- Execute any other qualitative and quantitative work for the welfare of the students and institution.
- Empower all his staff and students to reach their maximum potential.
- Motivate teachers to publish their quality research in peer reviewed journals by providing the financial incentive
- Motivate the faculty to undergo the training programs and update their knowledge towards current trends
- Motivate the faculty members to acquire higher qualification like PhD by providing the financial assistance like tuition fees, etc
- Promote institution interaction and inculcate research development activities.



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### CODE OF CONDUCT FOR STAFF

- Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.
- Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions from superior authorities,
- Every employee shall extend utmost courtesy and attention to all persons while discharging his/her duties.
- Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.
- No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- No employee shall engage directly or indirectly in any trade or business or undertake any other employment.
- For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

### CODE OF CONDUCT FOR THE STUDENTS

- All the students should strictly adhere to the college timings and attend all the classes without fail as per the timetable.
- All the students should attend the classes from the First Day of the Academic year/Semester as given by the almanac without fail.
- Students will be permitted into the classes only up to 10 minutes from the start of the first hour. All the students should wear decent, formal dress.
- Students will not be allowed to enter the college premises without the ID card, issued by the college. Wearing of an ID card is mandatory, as long as the Student is in the campus.
- In case, loss of the ID card, student should apply for a fresh ID card by paying the prescribed fee in the office. For a short duration, a duplicate ID card would be issued, which should be produced on demand.
- Students will not be allowed to appear both for Internal and University examinations without the ID card.
- Ragging is strictly prohibited inside and outside the campus. Any cases of ragging should



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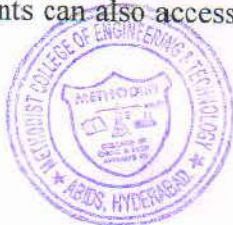
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be brought to the notice of the Principal/ Director/ Head of the Department immediately.

- Students should not use cell phones in the class rooms and laboratories. If any student is found using a cell phone, it will be confiscated.
- Students should park their vehicles only at places earmarked for the student parking.
- Students are not allowed to go out during lunch time. Either they should get their lunch box while coming to the college or have food in the canteen.
- Only hostlers will be allowed to go out during lunch time after depositing their ID cards with the security at the gate. They can collect their ID's immediately, when they come back after the lunch time.
- During the class hours students are not allowed to go out or move in the campus. They are allowed to leave the campus during working hours, only in case of emergency, after obtaining written permission from the Head of the Department / Principal / Director/ Dean.
- Any student present in the forenoon is found absent in the afternoon, (without prior permission) would will be marked absent for the whole day.
- The attendance of all the students is marked online by the teachers and is communicated to all the students at the end of the day. The information about the student attendance will be communicated through SMS to the parents periodically.
- It is to be noted that 75% attendance is mandatory in all the semesters. Students who do not maintain the prescribed attendance will be detained and will not be allowed to write both internal and end semester examinations.
- Students are instructed to pay the prescribed college fees like tuition fees, affiliation fees etc. before the commencement of the academic year.
- Students should register their own Mobile numbers, email ids along with their parent's mobile numbers and email ids correctly, as this information will be uploaded in the database, which is used by the college to monitor their academic performance.
- r) Students should download the attendance app in their mobiles and monitor their attendance online every day. They can also monitor the uploaded circulars, assignments, teaching material and other web resources through the app.
- Messages will be sent (SMS) to the parents of all the students indicating the attendance of their wards through the registered mobile numbers of the parents. They have to regularly monitor the messages received and contact the class-coordinators whenever necessary.
- Parents can also access the daily attendance of their wards through the app, by using the



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user id and password provided to their wards. Parents are advised to be in constant touch with the Head of the Department/Class-Coordinator.

- The students should be attentive during the class and note down important points.

### DISCIPLINE

- The Correspondent or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or pending, or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- Groupism of any kind shall be absolutely avoided. Staff Members found indulging in such activities are liable for disciplinary proceedings
- An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug
- Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- The Correspondent shall have the power to terminate the services of a member of the staff of the college, without giving any notice, for any of the following reasons:
  - Serious misconduct and willful negligence of duty
  - Gross insubordination
  - Participation in any criminal offence involving moral turpitude.
- An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Correspondent and shall remain under suspension until further orders.



  
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### RECRUITMENT POLICY/ PROCEDURES

#### Timing of the Recruitment of Faculty

In general the recruitment of faculty takes place every year, during the months of May-June. The faculty shall be appointed as per the norms of AICTE/Affiliating University. Based on these norms and the work load, at the end of every academic year the Heads of the departments shall bring to the notice of the Principal the additional requirement of the faculty, if any, to be recruited. The Principal consolidates the requirements of all the departments cadre wise and discusses with the Correspondent about the recruitment of additional faculty.

Then, the Principal shall send a note consisting of the details of cadre wise faculty to be recruited. Based on the requirements sent by the colleges, the office of HR will release advertisements in News papers as per the norms prescribed by the affiliating University. The eligibility criteria for different cadres as prescribed by AICTE/Affiliating University are clearly specified in the advertisement. The candidates who fulfill the eligibility criterion as specified in the advertisement can submit their applications in the prescribed format along with the supporting documents, as prescribed in the advertisement, either in person or by post within the stipulated time.

#### Selection Procedure

After the last date for the submission of the applications is completed, arrangements will be made by the office to scrutinize all the forms received and a list of all eligible applicants, cadre wise, will be prepared. If the numbers of applicants are more the College shall have a right to conduct a written test to short list the applicants. Selections will be made as per the procedures prescribed by the University by duly constituting the Selection Committee. Selection committees for different cadres (Professors/Associate Professors/Assistant Professors) are constituted as per the norms prescribed by the University from time to time. Generally, the following shall be the members of the Selection Committee:

- University nominee on the Selection committee
- Vice-Chancellor/Dean Faculty of Engineering of the University (for the posts of Professor/Associate Professor)
- One/Two external subject experts nominated by the University
- Head of the department of the College
- Principal
- Correspondent



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Dates for the meeting of the Selection Committee will be finalized in consultation with the external members. Intimations will be sent by e-mails at least 10 days in advance, to all the eligible/short listed candidates to appear for an interview on the specified dates. Interviews will be conducted either in the College premises/University campus. After the interviews are conducted the list of the selected candidates is prepared by the Selection Committee for all the cadres. Based on this appointment orders along with terms and conditions, are sent to the selected candidates by specifying the time before which they should report for duty.

The selected candidates shall report to the Principal along with the necessary documents as specified in their appointment orders before the stipulated time. Otherwise the appointment orders shall stand cancelled. They also have to fulfill all the norms and procedures at the time of submitting the joining report. The tenure of appointment shall be for one year and is extendable based on their performance and the recommendations of the Heads of the departments.

**Pay Scales:** The management implements the pay scales for all the faculty as prescribed by AICTE/UGC for the three different cadres Professor/Associate Professor/Assistant Professor from time to time. The pay band for these cadres is mentioned in the appointment orders issued to the faculty at the time of recruitment. Other allowances like DA, HRA etc will be paid as per the norms of the institution. The salary shall be directly credited into the bank accounts of the faculty.

**Annual Increments:** Faculty are eligible for annual increments. Based on the feedback from the students, self appraisal reports and recommendations of the Heads of the Departments grant of annual increments will be considered by the Management.

## Promotion Policy

### Direct Selection

AICTC/University policies and eligibility criteria will be followed for the recruitment of faculty in the cadres Associate Professor and Professor. When advertisement is issued by the management for these posts the faculty already working in the college can apply for the higher cadre posts subject to their eligibility based on their API scores. They have to face the interview as and when conducted and in case they are selected, their appointment will be considered as a fresh appointment in the new cadre and they will be on probation for one year.

### Promotion under Career Advancement Scheme - CAS

For the promotion of faculty under CAS a notification will be given, every year in the months of March/April. Faculty members who wish to be considered for promotion under Career



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Advancement Scheme are invited to apply to the Head of concerned Department / Principal stating that he/she fulfils all qualifications under CAS and submit the Appraisal proforma duly supported by all credentials as per the API guidelines set out, with in the stipulated time.


**Who can apply:** The incumbent teacher must be on the role and active service of the Colleges on the date of consideration by the Selection Committee for Promotion under CAS. Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores. Based on eligibility interviews will be held by the duly constituted Selection committee as per the norms of the University. Orders will be issued to the selected candidates.

### LEAVE RULES

- Every Staff Member can avail leave with prior permission of the concerned HOD and should make the necessary alternative arrangements for their work. However, in case of emergencies, he /she may inform the HOD over phone and obtain necessary permission and should apply leave immediately on resuming to duties.
- Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
- Any staff member shall not normally absent himself / herself from his / her duties without prior permission from HOD /Principal
- A Leave letter should be submitted in advance and approval must be obtained prior to availing leave
- Leave of any kind shall not be granted when the services of the staff are needed for the institution /university
- In case of absence on medical grounds, intimation should be sent to the Principal / Designated Authority within 12 hours of start of medical attention and a Medical certificate shall be produced at the time of joining after leave
- For the purpose of the Leave Rules, the employees shall be classified as Teaching and Non-Teaching.
- A Leave account shall be maintained for each employee in the prescribed form.
- Leave of any kind shall not be granted for continuous period exceeding 2 years. Prefixing or suffixing any kind of leave is allowed with vacation, with prior approval.
- Any kind of leave may be granted in combination with or in continuation with any other kind of leave, with prior approval.

All employees are eligible for sanction of the following leaves.



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### CASUAL LEAVE

- All regular Employees of the college who have completed one year service from the date of joining shall generally be entitled to 15 days of C.L. per calendar year, subject to any changes from time to time. 15 CLs will be credited to the employee account in four quarters i.e., 4 leaves in first quarter, 4 leaves in second quarter, 4 leaves in third quarter and 3 leaves in last quarter. C.L. for Half day can also be granted.
- The maximum number of leaves availed in a quarter will be limited to 4. Unused leaves in previous quarters will be carry forwarded to the subsequent quarters and can be availed. However, CLs cannot be carry forwarded to the next calendar year.
- Principal, at his discretion, may also permit C.L. to be suffixed, prefixed or sandwiched with other public holidays provided the total duration does not exceed 10 days. In case this stipulation of 10 days is exceeded, the total period will be debited to other leave including
- L.O.P. to which they are eligible.
- For contract/adhoc staff and staff who have put in less than one year service in the college, one C.L will be granted per month. The unused leaves in previous months will be carry forwarded to the subsequent months and can be availed.

### COMPENSATORY LEAVE

- Teaching / Non-Teaching Staff including ministerial staff shall be entitled for compensatory leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday / Holidays with prior approval, to a maximum of 10 days per calendar year. Such leave will have to be utilized during that calendar year only with prior approval. This will not apply to the work of University Examinations / other duty which is remunerative.

### ON DUTY LEAVE

- OD will be granted when faculty members are required to go out on official duties or to participate in seminars, etc. as approved by the Principal/Designated Authority. When staff members go for examination work for Universities other than Osmania University, OD will not be granted.
- Number of days of OD is limited to two weeks in an year at the rate of one week per semester (which includes seminars/workshops/conferences/FDP). This will be granted



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only on production of attendance Certificate from the said University / Institutions.

- If OD is availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
- The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### VACATION LEAVE

- The staff members who are eligible for vacation, can avail the vacation leave as per the circulars issued from time to time , indicating the vacation slots for winter / summer vacation to ensure smooth functioning of the institution.
- While calculating the vacation leave, all intervening declared holidays and Sundays will be included.
- The faculty members have to attend the examination or any other confidential work assigned by the college / university without fail though they are on vacation leave.
- If any member of staff is required to work during the entire vacation by written orders of Principal, he / she will be eligible for earned leave. If he / she has not availed the full vacation he /she is entitled for E.L/CCL for part of the vacation not availed.
- The Earned Leave for not availing vacation is computed at the rate of 1:2, i.e., one day's leave for every two days of eligible vacation leave. Such consideration rests solely at the discretion of the Principal/Designated Authority.
- Vacation leave can either be suffixed or prefixed only with casual leave
- Any unused part of VL cannot be carried over to the next academic year

### Vacation Leave For Teaching Staff

Both teaching and non-teaching Staff are eligible for vacation leave. The following is the eligibility criterion for vacation leave.

Employee status	Completed Service	Vacation Leave Eligibility
Faculty	Two academic years	6 weeks
	One academic year	4 weeks
	One semester	2 weeks
	Less than one semester	Nil
Non-Teaching staff	Two years	4 weeks
	One year	2 weeks
	6 months	1 week
	Less than 6 months	Nil



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### LOSS OF PAY LEAVE

- If any staff member is absent from duty without prior permission, such period of absence will be considered as LOP
- If the quantum of LOP is more than 10 days in an year, it will be considered as a Break- in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal/Designated Authority shall be final in such cases.
- Two such breaks in service within a period of one year will make the staff member ineligible for increment in pay and also for availing VL in the semester in which the second break in service occurs
- Any staff member avails leave in excess of the prescribed limit shall be deemed to be on Loss of Pay(LOP)
- At the discretion of the Principal and the Managing Committee, extraordinary leave on loss of pay may be granted to an employee when He /She is not eligible for any other leave or when the employee himself / herself applies for such leave irrespective of the title for any other leave
- Such leave may be granted for a regular employee for a period not exceeding 6 months at a time. Extension of such leave may be granted from time to time subject to a maximum of two years at a stretch.
- Absence on such leave will be treated as break in service for the purpose of granting increment. The increment gets postponed for the period of such leave.

### STUDY LEAVE (EXTRA ORDINARY LEAVE FORSTAFF)

- Leave on loss of pay for higher studies may be granted only after 5 years of Regular Service.
- For Ph.D., and for Post Doctoral -- 2 years or equal to the period normally required for completion of a particular course not exceeding 2years.
- Employees who go for Higher studies in India / On Foreign Assignments / Foreign scholarships have to execute a bond to serve the Institute for a period of 2 years immediately after return or equivalent to study period after completion of his/her studies assignment etc., to be fixed by the Management or in lieu thereof they have to pay salary for the equivalent period of study, assignment etc., or as fixed by the Management.



  
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- The married female employees who have completed two year of service from the date of joining / ratified are entitled for grant of Maternity leave for a period not exceeding 90 days at a time during her confinement (both pre-natal and post natal period but together) and only for two occasions in the entire period of her service. The payment for the maternity leave shall be restricted to half-pay and will be paid only after joining the duty
- The decision of the Principal / Designated Authority will be final in sanctioning of maternity leave.

### LIEN /DEPUTATION

- Lien / Deputation may be granted, depending upon staff position, and entirely at the discretion of the Principal / Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.



  
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