



METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

8. All Staff member leaving the premises during lunch break should register his/her absence i.e. OUT and IN timings within permitted break, in the movement register available at the main gate without fail. Otherwise their absence will be treated as unauthorized. All staff has to scrupulously follow these norms.

I. (a) LEAVE RULES

A total of 15 leaves will be credited for every staff member per year spanning January to December.

1. 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.
2. Leave shall not be availed as a matter of right. The competent authority alone shall have the right to sanction it or otherwise.
3. Any staff member shall not normally absent himself / herself from his / her duties without prior permission from HOD / Principal following the prescribed processes of application.
4. A Leave letter should be submitted in advance and approval must be obtained prior to availing leave
5. Leave of any kind shall not be granted when the services of the staff are needed for the institution.
6. 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 duly attested and forwarded
7. For the purpose of the Leave Rules, the employees shall be classified as Teaching and Non-Teaching staff.
8. A Leave account shall be maintained for each employee in the prescribed form.
9. 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.
10. Any kind of leave may be granted in clubbing with or in continuation with any other kind of leave only with the prior approval by the Principal.
11. **Availing of Casual Leaves (CLs) clubbing with two successive holidays before and after cannot be considered.**
All employees are eligible for sanction of the following leaves.





METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

12 months

4x3=12

I.(b). CASUAL LEAVE:

CL's are valid and can be availed from Jan-Dec in that academic Year.

1. 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.
2. 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.
3. Earn and Avail: 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.

I.(c). COMPENSATORY CASUAL LEAVE (CCL):

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 of HOD/ Principal. This will not apply to the work of University Examinations / other duty which is remunerative.

I.(d). ON DUTY LEAVE (ODL):

1. 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 faculty go for examination work for Universities other than Osmania University, the grant of OD will be at the discretion of the Principal.
2. Number of days of OD is limited to two weeks in an year which includes seminars/workshops/conferences/FDP. This will be granted only on Production attendance Certificate from the said University / Institutions.
3. If OD is availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff.
4. The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.





METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

I. (e). VACATION LEAVE:

1. 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.
2. While calculating the vacation leave, all intervening declared holidays and Sundays will be included.
3. 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.
4. 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.
5. The Earned Leave for not availing vacation is computed at the rate of 1:2, ie, one day's leave for every two days of eligible vacation leave. Such consideration rests solely at the discretion of the Principal/Designated Authority.
6. Vacation leave can either be suffixed or prefixed only with casual leave
7. Any unused part of VL cannot be carried over to the next academic year.

I.(f). 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 Weeks
	Less than 6 months	Nil





METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

I.(g). LOSS OF PAY LEAVES (LOP):

1. If any staff member is absent from duty without prior permission, such period of absence will be considered as LOP.
2. 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.
3. 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.
4. Any staff member avails leave in excess of the prescribed limit shall be deemed to be on Loss of Pay (LOP)
5. 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.
6. 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.
7. 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.

I.(h). STUDY LEAVE (EXTRA ORDINARY LEAVE FOR STAFF)

1. 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 2 years.
2. 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.





METHODIST COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

LEAVE RULES

The College strives towards achieving excellence by imparting essential technical skills with a holistic approach towards shaping of the students into responsible, worthy citizens of the future.

Every staff member is mandated to go through the norms/rules as framed in the manual of the Institution. The staff, he / she is expected to strictly adhere to comply with these norms/ rules in order to maintain Quality and best practices in the institution. Any staff member acting in violation of these rules/norms is liable for disciplinary action.

1. For all HODs, Administration Officer, TPO, I/C Examination Cell etc the Director/Principal will be the reporting officer, hence all will report directly. The entire teaching faculty, non-teaching staff (technical) should report to their concerned HODs while all other non-teaching staff should report to Administrative Officer.

2. The college working hours are fixed by the Director /Principal in consultation with the members of the Management. All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time. The Faculty Member should leave the college not earlier than 15 minutes after the end of the last hour.

3. All staff members are required to mark their arrival and departure time in the Biometric Based Attendance System without any exception apart from the conventional manual attendance register.

4. Ten minutes grace time will be considered for coming late, except for those faculty members who have first hour class work. However faculty shall not misuse this concession and repeated late coming should be consciously avoided. Habitual late comers shall be liable for disciplinary action without any considerations.

5. All HOD's have the authority to grant, considering valid reasons their reporting staff the privilege of availing three one hour permissions in a month against either late entry or early exit to/from college. Exceeding the three allowed it will be treated as half a day leave/LOP as applicable.

6. Staff shall be available in the college premises during the entire period of office hours, on all working days, except while on Official duty (OD) outside campus.

7. Any staff member wanting to go out of the College premises during working hours (except lunch break) shall seek necessary written permission from concerned HOD, for a maximum period of one hour. Such permissions will be counted under the three one hour permissions mentioned at S.I. No5. Additionally his /her periods of absence- i.e. OUT and IN timings are to be records in the 'Movement Register' available with the HOD.

The "permission slip issued by HOD" is to be produced at the main gate and also his /her periods of absence i.e. OUT and IN timings are to be recorded without fail in the movement register available at the main gate.





METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

King Koti Road, Abids, Hyderabad 500 001

1.(i). MATERNITY LEAVE

1. The married female employees who have completed two year of service at the existing institute 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.
2. The decision of the Principal / Designated Authority will be final in sanctioning of maternity leave.

1.(j). 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.


PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH.
King Koti Road, Abids, Hyderabad





METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Osmania University

Accredited by NAAC with A+ and NBA for UG Courses

College Code: 1607

CIRCULAR

Date: 10-02-2022

Sub: MCET-Promotion of research - Innovation culture-Reg

In continuation of our office order dated 09.02.2021, the revised guidelines are issued for reimbursement of registration fee for innovative ideas and incentives for publication/grant of patents. To encourage startup programs, innovative ideas. Research publication and patents, following modifications are made with immediate effect provided duly approval of the project by government agencies for patents

1.0 Patents

Financial Support from the college can be availed only when Methodist college of engineering and Technology as one of the Applicant and 1st or 2nd Inventor

- **Case 1: Towards Publication**

Application fee and Early Publication Fee will be paid preferably for Indian patent agency to the extent of Rs. 5000/- .

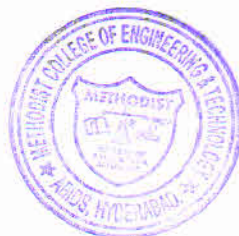
- **Case 2: Towards Grant**

Inventor can avail reimbursement of patent examination fee and other charges on submitting novelty check report. Head of the institute decide the amount to be reimbursed to the patent towards grant.

Note: All the patents filed on affiliation with Methodist College of Engineering and Technology must be submitted in hard and soft copies to IEDC to maintain Innovation record and to forward patent details to KAPILA scheme.

2.0 Conference/Workshops

- On duty will be granted when faculty members participate in Conferences/ Seminars/workshops for attending/presentation of research papers in their respective areas of specializations. Faculty is eligible for a maximum of 10 days of On-duty leave in an academic year. Prior approval is to be obtained from the Principal/HOI.
- 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive to the extent of Rs.1500/- on production of the receipts for the amount paid.





METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Osmania University

Accredited by NAAC with A+ and NBA for UG Courses

College Code: 1607

3.0 Journal Publication

Partial financial support will be extended to the faculty/s towards publication of research papers in the UGC approved/UGC-care/Web of Science/Scopus indexed/Refereed Journals as a first author with an affiliation of Methodist College of Engineering & Technology, an Incentive of Rs.5,000/- (Rupees five thousand only) will be paid.

Case 1: Research article published by students and faculty

Incentive can be availed by contributor/s based on decision of Principal.

Case 2: Research article Published by the MCET faculty as Research Scholar of other university


Research article must be published on affiliation of Methodist College of Engineering and Technology along with the affiliation of Research Institute.

All the faculty are requested to take up research activities and utilize the incentive offered for the promotion of research activities



Copy to:

1. Director
2. All HoDs
3. Coordinators-IEDC/NIRF/ARIIA/IQAC
4. AO/Accts


PRINCIPAL
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH,
King Koti Road, Abids, Hyderabad,



METHODIST

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Osmania University

Accredited by NAAC with A+ and NBA for UG Courses

College Code: 1607

Date: 01.09.2021

CIRCULAR


Sub: MCET – Promotion of research – Innovation culture – Reg.
Ref: Our office order dated 09/02/2021.

In continuation of our office order dated 09.02.2021, the revised guidelines are issued for reimbursement of registration fee for innovative ideas and incentives for publication/grant of patents. To encourage startup programs, innovative ideas, research publication and patents, following modifications are made with immediate effect provided duly approval of the project by government agencies for patents.

- 1) Registration fee will be paid preferably for Indian patent agency for the full amount to the extent of Rs.12,100/- (Rupees twelve thousand one hundred only) or in case of Australian patenting agency, only 50% of the registration charges will be paid. Either one of above.
- 2) An innovative technical committee under the Chairmanship of the undersigned is constituted along with existing IEDC team to identify innovation in the students' project and accordingly for granting of financial assistance to the extent of 50% of the total cost of the project.
- 3) As it was stated in our earlier under reference, Rs.5,000/- (Rupees five thousand only) will be paid as an incentive to the guide or actual contributor of the project mentioned in the patent letter.
- 4) Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved/UGC-care/Web of Science/Scopus indexed/Refereed Journals as a first author with an affiliation of Methodist College of Engineering & Technology, an incentive of Rs.5,000/- (Rupees five thousand only) will be paid.

These revised rules are applicable only after duly approval by the competent authority for publication of journal or grant of patent.




PRINCIPAL
PRINCIPAL
METHODIST COLLEGE OF ENGG. & TECH
King Koti Road, Abids, Hyderabad

Copy to

- 1) The Director
- 2) VP/Dean
- 3) HoDs – to circulate among their faculty
- 4) AO/Accts

Methodist College of Engineering & Technology

(Affiliated to Osmania University - College Code 1607)



Dt. 09/02/2021

OFFICE ORDER

In order to encourage and promote the research culture amongst the faculty the management has decided to offer the following incentives.

1. Paid leave will be granted when faculty members participate in Conferences, Seminars and workshops either for attending/presentation of research papers in their respective areas of specializations. Faculty is eligible for a maximum of 10 days of paid leave in an academic year. Prior approval is to be obtained from the Principal/Designated Authority. This leave will be granted only on production of attendance Certificate from the organizers of the event.
2. 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive on production of the receipts for the amount paid. The maximum amount to be reimbursed will be at the discretion of the designated authority.
3. Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved /Scopus Indexed/ refereed Journals for the first authors only. Incentive to the extent of Rs.5000/- will be paid.
4. Financial Assistance will be given for the projects if it is recognised as patent. The incentive of Rs.5000/- will be paid.

All the faculty are requested to take up research activities and utilise the incentive offered for the promotion of research.

* This order is for patents & publications
with behalf of Methodist College of
Engineering & Technology.

DIRECTOR

Director
Methodist College of Engg. &
Abida, Hyderabad

Copy to:

1. The Principal
2. VP/Dean
3. All HOD's with a request to circulate to all the staff



Methodist College of Engineering & Technology
King Koti, Abids, Hyderabad

Dt. 7th January, 2019

To
All the Faculty Members,
Methodist College of Engineering & Technology.

Sub: Reimbursement of SWAYAM – NPTEL examination/certification fees.

Dear Faculty Member,

You are aware that SWAYAM-NPTEL is conducting Advanced and Basic level courses through MOOCs (Massive Open Online Courses). All the faculty can enrol to these courses on NPTEL portal through the local chapter of our college, for which Mrs. P. Lavanya, Head Department of Computer Science & Engineering is appointed as the Single Point of Contact (SPOC). The duration of these MOOCs is for 4/8/12 weeks and these MOOCs have regular assignments and proctored examination at the end of the course. Faculty members have to register for the examination by paying the prescribed fees, appear for the examination at the designated centres and pass the examination.

Certificates will be issued by NPTEL to only those faculty who enrol, attend the programme and qualify in the examination. As a faculty development, the Management has decided to encourage the Faculty members to enrol and pass the examination. In this context it is informed that faculty members who successfully clear NPTEL courses of 8/12 weeks duration in their respective domain shall be given cash incentives as per the following guidelines.

S. No	Score in the examination	Type of certificate	Cash Incentive
1	40-59	Successfully completed	Rs 500
2	>= 60	Elite	Rs 1000
3	75-89	Silver	Rs 2000
4	>= 90	Gold	Rs 3000
5	----	Gold +Topper	Rs 5000

Further it may be noted that it is mandatory for all the faculty to register and get at least one certificate in an academic year. The performance in these courses will be considered in the Performance appraisal of the faculty and will be given weightage while considering the annual increment.

DIRECTOR

Principal / Director
Methodist College of Engg. & Tech.
Abids, Hyderabad-01.

Copy to:

1. Principal
2. Dean *Ms*
3. All HOD's with a request to circulate to all the staff
4. Vice – Principal *A. M. S.*
5. A.O. *S. R.*



Methodist College of Engineering & Technology
King Koti, Abids, Hyderabad

Dt. 09/11/2016

OFFICE ORDER

In order to encourage and promote the research culture amongst the faculty the management has decided to offer the following incentives.

1. Paid leave will be granted when faculty members participate in Conferences, Seminars and workshops either for attending/presentation of research papers in their respective areas of specializations. Faculty are eligible for a maximum of 10 days of paid leave in an academic year. Prior approval is to be obtained from the Principal/Designated Authority. This leave will be granted only on production of attendance Certificate from the organizers of the event.
2. 50% of the registration fees paid by the faculty for attending the Conferences/Seminars/ workshops will be reimbursed by the college as an incentive on production of the receipts for the amount paid. The maximum amount to be reimbursed will be at the discretion of the designated authority.
3. Partial financial support will be extended to the faculty towards publication of research papers in the UGC approved /scopus indexed Journals.

All the faculty are requested to take up research activities and utilise the incentive offered for the promotion of research.

DIRECTOR

Copy to:

1. Principal
2. Dean
3. All HOD's with a request to circulate to all the staff
4. Vice – Principal
5. A.O



Methodist College of Engineering & Technology

King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445

www.methodist.edu.in mail: theprincipal@methodist.edu.in

Consultation Policy of Methodist College of Engineering and Technology

Objective: To establish a framework to support consultancy activities at Methodist College of Engineering and Technology

Eligibility

- This policy applies to all faculty and staff of Methodist College of Engineering and Technology
- The faculty or staff must ensure that the consultancy work does not create a conflict of interest with the role of the faculty in the college.

Circumstances under which consulting activity may be permitted

- The organization requiring consultancy services from faculty or the department shall write to the Director/Principal indicating the expertise required.
- The Director/Principal on receiving the request from the organization shall inform to the department concerned.
- The head of the department shall nominate the faculty or a group of faculty having the required expertise and get permission from the Director/Principal.
- The Director/Principal will take into account such factors as the compatibility of the activity with the responsibilities and commitments of the faculty member(s), potential conflicts of interest and the use of institution resources while granting permission
- An MOU may be signed between the organization and the department towards the nature of consultancy work and the commercials
- The faculty or a group of faculty engaged in the consultancy work shall periodically report the progress of the consultancy work to the Director/Principal through the head of the department.

Publications

- Publication arising from consultancy work shall include the faculty affiliation of the college and acknowledge for the facilities used from the college.

Intellectual property Rights (IPR)

- College IPR may be used where not in conflict with rights of third parties or any commercialization plan.

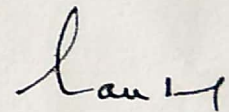
Other Commercial Rules

- College facilities and resources may be used and must be charged in line with the guidelines from time to time.
- Meeting related to consultancy work with the organization(s) may be conducted in college premises.
- Tax is applicable for the revenue generated through consultancy work.

Policy for Revenue Sharing in Consultancy

- In view of encouragement the management has decided to share the revenue generated out of consultancy services to the faculty or group of faculty or non-teaching staff involved in the consultancy work as detailed below:

S. No.	Particulars	Faculty	Management
1.	Use of institute space and or equipment	60%	40%
2.	For providing solutions/expertise to problems of the industry	80%	20%



Correspondent

Principal / Director
Methodist College of Engg. & Tech
Ables, Hyderabad-51.

Copy to:

1. Principal
2. Dean
3. V.P
4. A.O
5. All – HOD's



Methodist College of Engineering & Technology

King Koti, Abids, Hyderabad-500 001 Phone : 24755999, 24753445

www.methodist.edu.in mail: theprincipal@methodist.edu.in

Dt 09/11/2016

ORDERS

In order to promote the research culture amongst the faculty and motivate them to register for Ph D programme the management has decided to offer the following incentives.

1. Financial assistance to the faculty registered for PhD programme will be provided to the extent of Rs 30,000/- towards the Registration /Tution fees during the course of study.:
2. Paid duty leave will be granted to the faculty for attending their Pre PhD examinations

All the faculty are encouraged to register for the PhD programme and utilise the incentives offered for the promotion of research.

DIRECTOR
Principal / Director
Methodist College of Engg. & Tech
Abids, Hyderabad-01.

Copy to:

1. Principal
2. Dean
3. V.P
4. A.O
5. All – HOD's