

## **RULES, POLICIES, PROCEDURES AND REGULATIONS FOR STAFF**

The following are the rules, policies, procedures that are being adapted in the institute

### **ETHICAL STANDARDS FOR TEACHERS**

#### **A Teacher**

Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students.

- ✓ Respect parents, teachers, elders
- ✓ Express the love of brotherhood to fellow students
- ✓ Accept and extend due respect to every religion and social grouping
- ✓ Love the nation and commit their endeavors to her progress.
- ✓ Have a sense of belonging to the institution.
- ✓ Assume total dedication to the teaching profession.
- ✓ Always have an urge to excel in professional expertise.

#### **A Teacher**

- ✓ Shall wear respectable attire, befitting the society's expectations.
- ✓ Shall keep up immaculate personal hygiene at all times.
- ✓ Shall never appear untidy, through style of dressing, grooming of hair of in respect of any other ornament one wears.
- ✓ Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- ✓ Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- ✓ Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- ✓ Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- ✓ Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.
- ✓ Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.
- ✓ Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to their school or of fellow teacher, student or any other member of society.
- ✓ Shall always accept the entity of fellow teachers, honor their sentiments and respect their value systems.

- ✓ Shall always endeavor to assist fellow teacher, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

## **FACULTY RELATED PROCEDURES**

- i) Categorization & Eligibility
- ii) Recruitment
- iii) Selection
- iv) Appointment
- v) Joining
- vi) Induction
- vii) Responsibility Allocation
- viii) Reward Management
- ix) Performance Appraisal
- x) Training Procedures
- xi) Faculty Development
- xii) College Meeting
- xiii) College Timings & Holiday
- xiv) Leave
- xv) Allowance Approval
- xvi) Conduct & Disciplinary
- xvii) Resignation
- xviii) Suspension & Termination

## **CATEGORIZATION & ELEGIBILITY PROCEDURES**

The Faculty at MLR Educational Institutions (engineering Colleges) and Management are divided under two major categories.

1. Engineering Faculty
2. Non-Engineering Faculty

In both these categories of the faculty, there are four levels which shall be operated in all the colleges. No other nomenclature shall be used other than these terms. The following are the faculty levels.

1. Professor
2. Assoc. Professor
3. Asst. Professor
4. Lecturer

The following are the minimum qualifications / eligibility required for the faculty at these four levels and for engineering and non-engineering categories.

**Professor – Engineering**

Persons with Ph.D in concerned subject with M.Tech in the same subject with 5 years experience after being appointed as associate professor. in case of people with industry/ Consultancy and training back ground after completing M.Tech a minimum of 10 years experience essentially having research / training / consultancy / Industry Experience.

**Associate Professor – Engineering**

Persons with M.Tech in concerned subject joined through GATE and a minimum of 5 years teaching experience after M.Tech or Ph.D in the concerned subject along with B.Tech and M.Tech preference shall be given to persons with Industry Experience / Publications / Consultancy work.

**Asst. Professor - Engineering**

Persons with M.Tech in concerned subject joined through GATE and having a minimum of three years experience. Preference shall be given to persons with Industry Experience / Publications / consultancy work. In case of Candidates having M.Tech after M.Tech a minimum of five years of experience is required (unless they have done their M.Tech from IIT).

**Lecturer – Engineering**

Persons with M.Tech in concerned subject joined through GATE or B.Tech with a minimum of three years experience. Preference shall be given to persons with Industry Experience/ Publications / Consultancy work. In Case of candidates having M.Tech after M.tech a minimum of three years of experience is required (unless they have done their M.Tech from IIT).

**Professor – Non Engineering**

Persons with Ph.D in the concerned subject along with PG degree in the relevant subject having a minimum of 10 years of experience after Ph.D or Associate Professor with a minimum of 5 years teaching experience (at engineering or post graduate level) after being appointed as Associate Professors will only be eligible. Preference shall be given to the persons with publications.

**Associate Professor – Non Engineering Faculty**

Persons with Ph.D and PG in concerned subject along with a minimum of 5 years of experience at PG or engineering are eligible after the completion of Ph.D are eligible for the post of Associate Professor. Preference shall be given to the person with publications.

**Asst. Professor – Non Engineering Faculty**

Persons with PH.D & PG in concerned subject along with a minimum of 3 years teaching experience at PG or engineering are eligible after the completion of Ph..D is eligible. Preference shall be given to the persons with publications.

**Lecturer – Non Engineering Faculty**

Persons with Ph.D & PG in concerned subject or PG in concerned subject with a minimum of 3 years of experience at PG or engineering are eligible. Preference shall be given to the persons with publications.

### **General Norms for Experience**

The teaching in the engineering colleges, Degree colleges, Post Graduation colleges and Polytechnic colleges in the relevant subject only will be considered. Teaching experience in Schools, Juniors Colleges and Private Coaching centers, Training Centers will not be considered. In Case of Industrial experience, experience from organizations having more than 5 crore turnover and registered as a private limited and public limited companies only will be considered.

### **Engineering Faculty – Industrial Experience**

1. Every one year experience in the relevant field in Global 500 companies is considered as one year experience.
2. Every two years experience in non-relevant field in Global 500 companies is considered as one year experience.
3. Every one year experience in the relevant field in the top 10 Indian companies is calculated as one year experience.
  
4. Every two years of experience in the non-relevant field in the top 10 Indian Companies, is calculated as one year experience.
5. Every three years of experience in relevant field in the all other Indian/ International companies is considered as one year experience.
6. Every three years experience in the relevant field in public sector is considered as one year experience.

### **Engineering Faculty – Teaching Experience**

1. Every two years of experience in relevant field. Subject in at under graduate level is considered as one year experience.
2. Every two years of experience in the relevant field or subject in a polytechnic is considered as one year experience.
3. Every one year experience in the relevant field or subject in the top 5 research institutions is considered as one year experience.
4. Every one year experience in the relevant field / subject at PG level is considered as one year experience.

### **Engineering Faculty – Research Experience**

1. Every one year experience in Institutions of high repute such as IIT's and IISC in the relevant field or subject is considered as one year experience.
2. Every two years experience in relevant subject or field at PG level is considered as one year experience.

### **Engineering faculty – Other Experience**

1. Experience in government, defense, or any such other field will be considered only if they are in teaching / training related activity. Whenever considered under these conditions, every three years experience is considered as one year experience.

### **Non – Engineering Faculty**

1. Over one year experience in the Engineering Colleges in the relevant subjects will be considered.
2. Over One year experience at Post Graduate level in the relevant subjects will be considered as one year experience.
3. Over 3 years experience at Under-Graduate level in the relevant subjects will be considered as One Year experience.

## **RECRUITMENT PROCEDURES**

### **Timing of the Recruitment – Faculty**

There would be a maximum of two occasions that the process of recruitment for all the MLR group of colleges will be conducted. Once in January and if necessary the second in the month of June. Towards this end, the process of recruitment or the faculty shall begin six month before the actual recruitment on the ground. This means preparing the requirement based on work scheduling at least by December 31 for the next academic year to begin from June next or Before April 30 for the recruitment to be held in June.

The responsibility of preparing the requirement plan based on the need on the ground lies with the principal of the concerned colleges. Thus, the principal of the each of the MLR group of colleges shall send a note in a prescribed format (format is given at the end of this manual) consisting the details of faculty cadre; subjects (specialization if necessary) qualifications required; experience required; and most importantly the numbers vacancies to be filled on or before 31 December to the director –HR. If there is a requirement further arising for the second requirement before April 30 of every year.

Based on the requirements sent by the colleges, the Office of HR will release advertisements (essentially globally) or begins the process of getting the resumes from the suitable candidates in the month of February (a minimum of one month time is required for designing the advertisements and deciding about the method of campaigning) and the actual selection could be completed by the end of March 31. This helps in giving newly recruited faculty a minimum of three months preparatory time for the staff to understand the subject allotment and prepare based on that.

In cases of emergency (which shall be avoided as much as possible) the colleges can go for ad-hoc recruitment to be done in consultation with the Director-HR)

The teacher student ratio shall be 1:15 and for this purpose the professor shall also be included in counting the number of teachers.

### **Method of recruitment**

- Advertisement; the advertisements for recruiting faculty will be given only in national newspapers. Attempts also shall be made to give global advertisements.

- Campus Recruitment: The principal in consultation with the Director – HR shall be going to various premier institutions conducting campus recruitments. The process normally to go before December 31 as this is time for campus recruitments. If the Principals feel it necessary, they can seek the help of HR department.

**Invitation:** The principal also can use the method of invitation for getting the faculty recruited in to the institution. It is better, If invitation is only limited to the Associate Professors and professors cadre only. The information regarding the invitation shall be communicated to the director – HR for further action on the recruitment.

## **SELECTION PROCEDURES**

### **Professor**

- The probable candidate shall be asked to give a vision document at least 15 days before the interaction takes place. Having vision document in advance allows the college to understand the perspective of the person and this vision document can become the starting point for the discussion to take place.
- The probable candidate shall be invited to visit the college and make an on the spot assessment of the institution and the contribution he / she can make towards the development of the institution.
- He / She shall be asked to make a presentation to the faculty members in the college about any subject topic / vision of oneself about the development He /She also should be asked to interact with all the staff members in the college. This allows for both the parties to understand the person – culture fit.

### **Associate Professor**

- The probable candidate shall be supplied with the necessary material about the institution well in advance and ask for a perspective plan to be given.
- An interview of the candidate having a expert panel follows .Here the candidate shall be asked to make presentation on a topic of his/her choice especially on the project work / research work done. (A minimum of 5 minutes shall be given for presentation).
- The candidate shall be asked to make a presentation to the faculty members in the college about any subject topic / vision of oneself about the development. He/ She also should be asked to interact with all the staff members in the college. This allows for both parties to understand the person – culture fit.
- Psychometric / psychological testing methods could be used to assess the individual's suitability to the institution.

**NOTE:** The four steps could be interchanged based on necessity.

### **Asst. Professor**

- The candidate shall be asked to be present for an interview before a panel of experts.
- The short listed candidates shall be asked to make a presentation before the faculty, Students separately for a minimum period of 10 minutes each.
- The candidate shall be asked to interact with the faculty members so as to facilitate feedback regarding the culture person fit.

- Psychometric / psychological testing methods could be used to assess the person's suitability to the institution.

### **Lecturer**

- A written examination shall be conducted to assess the competence of the person.
- Group Discussion among the all the candidates so as to assess the team orientation and personality.
- Short listed candidates shall be asked to present for an interview before a panel of experts.
- Further short listed candidates after the panel interview shall be asked to make a presentation before the faculty, students separately for a minimum period of 10 minutes each.
- The candidate shall be asked to interact with the faculty members so as to facilitate feedback regarding the culture person fit.
- Psychometric / psychological testing methods could be used to assess the individual's suitability to the institution

## **APPOINTMENT PROCEDURES**

### **Authority of Appointment**

For all the appointments to be made after 1<sup>st</sup> January 2010, the appointments are made in the Departments of Human Resources, duly signed by the director- Human Resources.

### **Duration of Appointment**

All appointments done are for one year period or till 31<sup>st</sup> March from the date of appointment whichever comes first. All the appointments will then be renewed for a period of one year from them.

### **Types of Appointment**

There are going two types of appointment namely,

#### **Appointment on probation**

All staff who are appointed on probation for a period of one year which their services are treasured to be tenure appointments.

#### **Tenure Appointments**

After the completion of one year probation, the staff will be appointed on a tenure basis. This appointment on tenure basis will be again for one year from that day to be renewed for another year.

### **Process and Procedure of Appointment**

After the selection process is over and the candidate is recommended for appointment for the suitable post, the Department of Human Resources prepare all the necessary documents, which include appointment order, letter of contract, and all other necessary documents. Once the candidate signs the documents, the letter of appointment order along with the details of the concerned candidates will be forwarded to the concerned college / Institution for further action.

## **JOINING PROCEDURES**

The office of the concerned college / institution shall check the following steps before the candidate is set to join the institution.

Verify with the candidate about the exact date of joining.

1. Prepare all the necessary documents / items required for the office.
  - i. Employee Data form
  - ii. General Data
  - iii. Financial Data
    - a) Format of Joining Report
    - b) PAN application form if necessary
    - c) Bank Account Opening Form
    - d) Contact the concerned banker
    - e) Arrange for the form at the earliest
  - iv. Employee Identity Application Form
  - v. Medi-Claim Form
2. Collect the following information / items
  - a. All necessary certificates (originals & two sets of duplicate)
    - i. SSC
    - ii. Inter
    - iii. B.Tech (Qualifying Examination)
    - iv. M.Tech
    - v. Ph.D
    - vi. Experience Certificates
    - vii. Any other relevant certificate
  - b. Four stamp size photographs
  - c. Two passport size photographs
  - d. Medical Certificate
3. Give the following items / information
  - i. Table keys
  - ii. Almirah keys
  - iii. Necessary Stationery
  - iv. List of Staff working in the college / Institution
  - v. Information related to Canteen

## **INDUCTION PROCEDURES**

### **Purpose of Induction**

All the Faculty members need to taken through a systematic well developed and focused induction process aimed at

1. Creating awareness about the culture, norms, standards and expectations of the Institution.



2. To make the individual related to the colleagues working in the department members in particular and all the staff members in general.
3. Facilitating the individual conversant with the syllabi, Scheduling of sessions and other related matters.
4. Bringing to the individual to a general level of personality traits in terms of being an effective faculty (as and when necessary).

### **Process of Induction**

Towards this end, the college shall have a 3 – 6 day induction programme split in several parts.

1. In the first section, the newly recruited faculty member (more so in case of lecturers and Sr. lecturers will have to go through one – two induction programme at the corporate level. A minimum of 10 members are required to be there for this programme. At this point the staff would be given an induction kit. This induction kit shall consist of
  - a. Faculty Hand Book
  - b. Performance Appraisal Hand Book and Proforma's
  - c. Bag
  - d. Pen and pencil
  - e. Syllabus
  - f. Appointment diary
  - g. OHP Pen set
  - h. Any other item deemed fit.
2. The second phase of induction takes place at the institution where one is supposed to work. This can be for two to three days where the staff would be introduced to the work scheduling, syllabi, lab guidance to be given and introducing all the staff members (academic, technical and administrative)
3. In the third phase of the induction, the staff / faculty will be meeting the HOD and Principal and spend time in goal setting and understanding the work load distribution and list of expectations. At least one to two days is spent based on the seniority of the staff joining.
4. The final phase of induction is closing ceremony with the staff completing the total induction into the institution.

### **Methodology of Induction**

The methodology of Induction shall consist of

1. De freezing of ice breaking exercises.
2. Presentations and lecture programmes
3. Simulation and group Discussions
4. Case Analysis
5. Dinner / Closing Ceremony

### **RESPONSIBILITY ALLOCATION PROCEDURES**

The following are some of the basic responsibilities that every faculty member at MLR Institution shall follow

- To comply with college policies
- To spend the workday effectively – by performing the proper tasks and demonstrating an awareness of priorities

- To spend the workday efficiently – by performing each task quickly , safely and well
- To follow college and departmental policies and procedures
- To be courteous towards fellow faculty members, other staff, students and visitors; disruptive and / or subordinate conduct will not be tolerated.
- To maintain appropriate workplace behavior that fosters collegiality and team work – without these qualities the college cannot achieve its goals in an effective and effacement manner.
- To be at work when you are scheduled to be working (for example to attend work regularly not to arrive late not to abuse sick leaves or other category or lunch periods, and not to leave early without appropriate approval.
- To notify your senior member responsible, in accordance with departmental procedures, whenever you are not able to report to work( for example , due to illness)
- To work when you are supposed to be working (for example keeping personal phone class to a minimum and not attending to personal matters during your work hours)
- To cooperate with reasonable requests from colleagues
- To perform reasonable job duties, even if not part of your job description as assigned by your supervisor.
- 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.
- To give proper notice of termination of the college service. Proper notice is under RESIGNATION in employee procedure manual.
- To behave in a manner that does not disrupt or interfere with the workplace or the work of the others. Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behavior would not be tolerated.
- To safeguard your personal property. (The college maintains a security service for your protection but cannot guarantee the safety of your personal property).
- To respect the property of others and of the college and to use college property only for legitimate work purposes ( email, fax, computer, copier and other college equipment)
- To cooperate with the processes available to resolve employment problems.

### **RESPONSIBILITY ALLOCATION PROCEDURES**

All the faculty members (Professors / Associate Professors / Sr. Lecturers / Lecturers) at MLRITM have to complete various tasks well before the stipulated time and according to the norms preceded by the various categories of faculty members are given along with this note. These are only minimum required to be completed by the staff members. The faculty can come forward to take up more responsibilities than what are mentioned below. To be as guiding factor, we are also giving the ideal functions / tasks to be completed by a faculty member

#### **Teaching and instruction related activities**

1. Minimum number of teaching / lab guidance with an excellent student evaluation rating.
2. Development of new courses / programmes
3. Giving presentations at educational or teaching conferences and meetings

4. Giving extension lectures / invited lectures outside the college and especially in reputed educational and technical institutors.
5. Writing textbooks with reputed national and international publications.
6. Receiving grants for teaching innovations, undergraduate lab equipment, and development of laboratory experiments and design projects.
7. Writing original supplementary notes/ reading material, manuals, protocols etc.
8. Advising / guiding undergraduate students.
9. Publishing articles in recognized educational journals or proceedings of conference on class room teaching and lab instruction.

### **Research related activities**

1. Publishing articles in recognized technical journals or proceedings of conferences on national and international technical conferences.
2. Publishing / distributing Non-technical articles.
3. Authoring or editing; Technical books and monographs issued by reputed national and international publishers.
4. Contributing to technical books and monographs published by reputed national and international publishers.
5. Getting's grants from competitive research grants from external organizations.
6. Getting patents awarded.
7. Supervising Ph.D degrees
8. Supervising M.Tech / M.E degrees.
9. Research grants sanctioned from state and national level government organizations.
10. Making paper presentations at national and international meetings and seminars.
11. Examining M.Tech and Ph.D thesis.
12. Summer / sabbaticals spent in national or international companies / institutions.
13. Consulting / advising companies / institutions.

### **Organization related activities**

1. Taking up responsibilities such as Head of the Department coordinator, member of various committees etc..
2. Advising and guiding professional / honorary student organizations.
3. Performing any additional and special functions by Principal / Head of the Department
4. Providing maintenance of instructional and laboratory facilities.
5. Making arrangements for seminars / guest lectures and hosting seminars / guest lecture speakers.
6. Processing correspondence and applications of various programmes run by the college.
7. Participating in the recruitment of new faculty.
8. Fostering cordial relations with prospective students, alumni, and industrial clients.
9. Any other document able service to the college.

### **Service to the Professional / General Society**

1. Raising the technical awareness of the lay public through direct interaction or through print and electronic media.

2. Holding office or committee of international, national and regional technical / academic / general purposes.
3. Serving on committees of international, national, and regional technical / academic / general purposes.
4. Editing professional journals, technical monographs and proceedings of conferences.
5. Serving as peer reviewer for journals, publishers of professional literature and funding agencies.
6. Any other document able service to the profession or public.

## **PROFESSORS**

### **Class room Teaching / Lab guidance**

Each faculty member in rank of a professor shall handle a minimum of 8 Hrs. of class room teaching and lab guidance.

### **Organizing Training Programmes**

Each professor shall organize a minimum of two training programmes per year.

### **Presenting Papers in Seminars**

Professors shall present technical papers in national and international conferences. Professors need to present papers in at least three national or two international seminars in a year.

### **Publishing Papers**

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Professors require to publish a minimum of one article in a year in international journal or two in national referred journals.

### **Writing manuals / protocols for the laboratories**

Each professor shall involve in writing original manuals / protocols for the laboratories. They shall write a minimum of two manuals a year.

### **Guiding M.Tech / Ph.D students**

Takes responsibility of guiding a minimum of 6 Ph.D students if has a Ph.D guide ship or at least a minimum of 6 M.Tech students (especially internal candidates of MLR Group)

### **Guiding Under Graduate Students**

Each Professors takes responsibility of guiding a minimum 15-20 students each year for their end semester Projects.

### **Organizational Responsibility**

Professors shall take some organizational responsibility namely Head of the department, Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

## **ASSOC. PROFESSORS**

### **Class room Teaching / Lab guidance**

Each faculty member in rank of a Associate Professor shall handle a minimum of 12 hrs of class room teaching and 6hrs lab guidance.

### **Organizing Training Programmes**

Each Associate Professor shall organize a minimum of one training (funded) programme per year.

### **Presenting papers in Seminars**

Associate Professor shall present technical papers in national and international conferences. They need to present papers in at least two national or one international seminar per year.

### **Publishing Papers**

Publishing papers in technical referred journals is one of the important responsibilities of the faculty members. Associate Professor requires to publish a minimum of one article in two years in international or one in national referred journals.

### **Writing Manual / Protocols**

Each Associate Professor shall involve in writing original manuals / protocols for the laboratories. They need to write a minimum of one manual in a year.

### **Guiding Under Graduate Students**

Each Associate Professor takes the responsibility of guiding a minimum of 10-15 two manuals in a year and Associate Professors a minimum of students each year for their end semester projects.

### **Organizational Responsibility**

Associate Professors shall take some organizational responsibility, namely, head of the Department, coordinator or any other assignment given by the Head of the Institution and prove commitment towards the institution.

## **ASST. PROFESSORS**

### **Class Room Teaching / Lab Guidance**

Each faculty member in the rank of a professor shall handle a minimum of 16 hrs of class room teaching and 6 hrs Lab guidance.

### **Assisting in Training Programmes**

Each Asst. Professor shall assist a professor / Associate Professor in organizing training programmes. They shall be part of at least two training (funded) programmes in a year.

### **Attending Seminars / Presenting Papers**

Asst. Professors shall attend a minimum of two national seminars in a year. Of these, at least in one seminar at national level they shall present technical paper or assist a senior faculty as co author in a minimum of two national seminars.

**Technical Notes / Working Papers**

Asst. Professor shall attempt to improve their writing capabilities and more so the writing research and technical papers. Each Asst. Professor shall write a minimum of two technical papers / working papers in a year.

**Assisting in Writing Manuals / Protocols**

Each Asst. Professor shall assist their senior faculty in writing a minimum of one manual / protocols.

**Guiding Under Graduate Students**

Each Asst. Professor takes the responsibility of guiding minimum 5 – 10 students each year for their end semester projects

**Organizational Responsibility**

Asst. Professors shall take some organizational responsibility, such as coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

**LECTURERS****Class Room Teaching / Lab Guidance**

Each faculty member in the rank of a professor shall handle a minimum of 8hrs of class room teaching and 15 hrs Lab guidance.

**Assisting in Training Programmes**

Each lecturer shall assist a professor / Associate Professor in organizing training programmes. They shall be part of at least one training (funded) programme in a year.

**Attending Seminars / Presenting Papers**

Lecturers shall attend a minimum of two national seminars in a year. Of these, at least in one seminar at national level they shall present technical paper or assist a senior faculty as co-author in a minimum of two national seminars.

**Technical Notes / Working Papers**

Lecturers shall attempt to improve their writing capabilities and more so the writing research and technical papers. Each lecturer shall write a minimum of one technical paper / working paper in a year.

**Assisting in Writing Manuals / Protocols**

Each Lecturer shall assist their senior faculty in writing a minimum of one manual / protocols.

**Guiding Under Graduate Students**

Each lecturer takes the responsibility of guiding minimum 5 – 10 students each year for their end semester projects.

**Organizational Responsibility**

Lecturers shall take some organizational responsibility, such as Coordinator, or any other assignment given by the head of the institution and prove commitment towards the institution.

## **PERFORMANCE MANAGEMENT PROCEDURES**

Performance analysis and counseling forms important part of faculty development in the organization. The detailed performance appraisal and roles of various people involved in the appraisal mechanism is given in the performance appraisal hand book in annexure – 3. The performance of the faculty at various levels is going to be assessed on point system and having six components. The following are the details of the six components.

1. Overall performance appraisal
2. Self appraisal
3. Review & Feedback by the peer
4. Review & Feedback by the immediate superior (HOD)
5. Review & Feedback by the Principal
6. Review & Feedback by the Management
7. Review & Feedback by the Students

### **Overall Performance Appraisal**

Aimed at getting an understanding of the faculty's contribution against expectations of the institution and commonly agreed agenda. This Process will include four stages namely, planning coaching, reviewing and rewarding. The following are the details

#### **a. Planning**

- Link to institution
- Strategic Plans/Goals
- Establish Performance
- Expectations & development plan
- Gain Commitment

#### **b. Coaching**

- Tracking
- Coaching & Reinforcing

#### **c. Reviewing**

- Comparing Actual against expected

#### **d. Rewarding**

- Link compensation to performance
- Recognize superior performance

### **Self Appraisal**

Self Appraisal is one of the critical components of the appraisal mechanism / system. This is aimed at facilitating an opportunity to the faculty on getting into a reflective mood and this process is aimed at self development of the individual faculty member. The format for the self appraisal is provided in the annexure-3.

### **Review & Feedback from the peers**

This part of performance appraisal essential focuses on dimensions such as interpersonal relations team work; collegiality. The colleagues will rate each other on a 10 point scale on these dimensions.

### **Review & Feedback from the immediate superior (HOD)**

This is aimed at getting an understanding the faculty's attitude towards task accomplishment, responsiveness, interpersonal relations, speed / agility. The immediate superior will rate the faculty on these dimensions on a ten point scale.

### **Review & Feedback from the Principal**

This part of performance appraisal system is aimed at getting an understanding from the Head of the Institution about the individual faculty regarding appearance & bearing discipline & Regularity ; Communication skills ; general conduct & social Behavior; Proactive ness (willingness to accept additional responsibilities); Contribution to the institution; and dependability. The Head of the Institution will rate the faculty on a ten point scale about each of these dimensions.

### **Review & Feedback from the Management**

In this section of the appraisal process the management would rate the faculty on a ten point scale about the dimensions such as commitment and loyalty; ethical conduct; and goal accomplishment.

### **Student Feedback**

In this part of appraisal mechanism, feedback would be collected from the respective students about the personal knowledge; command over the class, communication skills / verbal expression; and ability to impart knowledge. The data from the students will be collected on a five point scale.

Together all the sources of the performance appraisal process will represent 100 points. Based on the seniority (rank) experience the faculty requires a minimum number of points. Based on the appraisal process, the faculty would receive the variable pay and also the other pay for performance components.

## **TRAINING PROCEDURES**

Each college requires organizing regular training programmes in collaboration with the training division of the Department of Human Resources.

### **Training on Presentation skills & communication Skills**

The college requires to nominate staff who are supposed to have undergone a training programme in "Presentation Skills ". Especially it is compulsory that each of the faculty members in category of lecture and Asst. Professor should attend this training programme. It is optional in case of Associate Professors and Professors. The college can suggest the contents of the Programme. Normally these training programmes are conducted on Saturday & Sunday (for two days).

### **Training on Teaching Methodology**

The college shall nominate staff members to the training programmes conducted on awareness, usage of advanced teaching methodology. The colleges can suggest the contents of the programme. It is compulsory that all the staff below the rank of Professor should have attended this training Programme each year.



### **Training Programme on research skills**

A special training programme designed for the purpose of developing report writing skills and analytical skills will be organized twice in a calendar year. Writing research articles, research reports apart from the training on research methodology will be given in this course. The college can suggest the contents of this training Programme. The college can nominate the faculty members based on their interest.

### **Advanced Training Programmes**

Advanced Training Programmes on specific subjects will be organized by the training division of the department of Human resource based on the request from the colleges. The training division will out source experts for this purpose. It must be made compulsory that all the faculty below the rank of Associate Professor attend at least one advanced training programme in one calendar year.

The colleges can come forward with any other suggestions and help the training in understanding the training need requirements so as to update and upgrade the competencies of the individual faculty members.

### **FACULTY DEVELOPMENT PROCEDURES**

The college would like to take special care that all the faculty members are given an opportunity to grow and develop with the organization. Attempt would be made to develop the faculty members not only in the subject related knowledge and skills but even in improving overall personality.

Towards this end, the college will utilize the data given by the faculty members in different appraisal forms apart from conducting regular training need survey.

### **Sabbatical**

College will coordinate sabbatical for the faculty members based on commitment and priority. Towards this end, The College will sign MOU's with premier educational and research institutions and industrial units.

### **Improving qualifications**

College will do all that is necessary to improve the qualification of the faculty members. Based on commitment and priority the college will sponsor candidates (at total institutional cost) to improve qualifications.

### **Personality Development Programme**

College in collaboration with eminent persons and institutions specializing in personality development programmes and conduct every month one personality development programme. The colleges can nominate their faculty members.

### **Meditation Hall**

The college will run meditation hall / centre in the college so as to develop inner strength in individual.

**Retreats**

The college will organize yearly once a retreat so as to give a break to the faculty from the regular routine and give them the inner peace.

**FACULTY MEETING PROCEDURES**

The following are details regarding the various meetings and intervals at which they have to be organized. The principal is responsible for the regular conduct of these meetings.

**Meeting of the Head of the Departments**

The principal shall organize the meeting of the Heads of the Departments once a week and brief them about the latest developments once a week and brief them about the latest developments in the college and also get a feedback from them regarding fulfillment of various targets set including the academic schedule. Minute of the meeting shall be recorded and circulated among all the HOD's. Emergency meetings can be organized whenever needed.

**Departmental Meeting**

Each department in the college shall conduct meeting once every fortnight and maintain the minutes of the meeting and circulate the notes among the faculty colleagues. These meetings are to be organized to smoothen the transactions within the departments. Emergency meetings could be organized whenever needed.

**Faculty Meeting**

The college shall organize faculty meeting of the entire college once in a month. The faculty shall be circulated with the agenda and even feedback on various issues to be discussed could be collected in advance. Various issues related to college, new announcements, problems faced by the faculty and similar such other issues are discussed here. The minutes of the meeting are to be recorded and to be circulated immediately after the meeting. Emergency meeting could be called for whenever necessary.

**Coordinators Meeting**

Various coordinators in the college shall meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting.

**Governing Council Meetings**

The college shall organize a governing council meeting every quarter to be attended by all the governing council members. The Agenda of the meeting to be circulated at least one week in advance and all the matters related to the development of the college are to be recorded and discussed in the governing council and an approval is to be taken from the members present. The minutes of the meeting to be prepared and circulated.

**Report about the Meetings**

The college shall send a monthly report to the Director –HR on the various meetings conducted in that month including all the minutes' meetings

## **FACULTY TIMINGS AND HOLIDAY PROCEDURES**

### **TIMINGS**

All the faculty members are expected to be there in the college 10 minutes before the actual timing of the college and stay till the last minute of the evening. If one wants to go in between the college timings they have to take special permission from the principal of the college.

### **HOLIDAYS**

In a year there would be a total of 22 holidays (declared as general holidays) the following is the list of holidays .

S. No	Occasion / Festival Day	Date
1	Bhogi	
2	Sankranti	
3	Mild-Un-Nabi	
4	Republic day	
5	Mahasivaretri	
6	Holi	
7	Ugadi	
8	Babu Jagjivan Ram's Jayanthi	
9	Good Friday	
10	Sri Rama Navami	
11	Dr. BR Ambedkar's Jayanthi	
11	Ramzan (Id-UI-Fitr)	
12	Independence Day	
13	Sri Krishna Ashtami	
14	Vinayaka Chavithi	
15	Gandhi Jayanthi	
16	Durga Ashtami	
17	Vijaya Dasami (Dasara)	
18	Bakrid (Id-UI-Zuha)	
19	Diwali (Deepavali)	
20	Mohram	
21	Christmas	

### **VACATION**

There would be vacation two times in an academic year( That is during summer and winter).

### **LEAVE PROCEDURES**

#### **Norms for Utilizing Leaves**

Following are the norms for utilizing leaves at Marri Laxman Reddy Institutions for all the staff members .

1. Leave calculations are done on the basis of calendar year.
2. There would be no leaves of absence with pay for the initial three months period after appointment for any staff member. They can utilize medical leaves as per norms.
3. The staff cannot take more than three leaves at a time. In case faculty wants take more than three leaves at a time, special permission need to be taken from the Director/Principal.
4. If a staff takes leaves on two working days where one or more holidays fall (one or more) all the holidays also will be calculated as leaves.
5. Staff cannot utilize leaves in the peak period as decided by the Principal of the college, except sick leaves.
6. Medical leaves do not get transferred to the next year.
7. The un-utilized leaves of absence with pay can either be transferred to next calendar year or can be reimbursed getting the proportionate salary of the basic of the staff member.
8. For utilizing the leaves in case of all the staff, the Principal is the sanctioning authority. For Principal, the sanctioning authority is the Director / Principal.

### **Categories of Leaves**

The following is various categories of leaves being given to the faculty members working at Marri Laxman Reddy Institutions.

#### **Leave of Absence with pay (LOP)**

Each faculty (all categories) is eligible for Twelve Leaves of with pay in one calendar year. In the first year of service the faculty will can use one leave of OWP after two months of service whereas in case of faculty who have completed one year service with MLRI the six leaves of AWP can be used from the beginning of the calendar year, but if an employee leaves in the middle of the calendar year, the salary for the leaves utilized from the Last Drawn Pay (LDP).

#### **Procedure of applying for leave in absence with pay**

The staff shall use a prescribed application form, which shall consist of information regarding the transfer of duties for the leave period including the lecture and laboratory sessions to be handled. The signature of the person who is taking-up the responsibility shall also sign the leave form. This application shall be submitted at least one day in advance. The format of the leave application is given at the end of this manual.

#### **Leaves of Absence with No Pay (LONP)**

Each faculty (all categories) is eligible for a total of twelve leaves of absence with pay. The faculty will be eligible for utilizing the leaves of absence after a minimum of service of three months with the institution.

#### **Medical / Sick Leaves**

All categories of faculty members are entitled for a maximum of four days of sick leaves. Sickness includes the sickness of the self and the dependents.

**Procedure of applying for sick leave**

The staff shall use a prescribed application form and inform the sickness in either in advance or immediately of after the sickness along with a medical certificate.

**Reprisal**

Leaves taken / availed against the normal procedure prescribed above are considered leaves in absence and necessary disciplinary measures will be initiated.

**On Duty Leave**

Whenever the staff is absenting to the duties due to work assigned by the institution and the work being given by or approved by the Principal will considered as on duty leave.

**Procedure of applying for leave in absence with pay**

The staff shall use a prescribed application form, which shall consist of information regarding the transfer of duties for the leave period including the lecture and laboratory sessions to be handled. The signature of the person who is taking-up the responsibility shall also sign the leave form. This application shall be submitted at least one day in advance.

**Maternity Leave**

All the Lady Staff members who have completed the probation period (one year service) with the institution are entitles for a three-month maternity leave with pay. Lady faculty members are eligible to avail the maternity leave for a maximum of two times after the end of the probation period.

**Procedure of applying for Maternity Leave**

The staff shall use a prescribed application form, at least three months in advance before the maternity leave is to be taken and shall give alternative measures to be taken to adjust the duties and responsibilities. The maternity leave under no circumstances shall be extended (even as Leave in Absence without Pay).

**Leave in Absentia**

Any absence from the duty without prior permission from the Principal will be considered as leave in absence. A maximum of two such leaves can be availed by the employee during a calendar year.

**Procedure of using Leave in Absentia**

The Staff at any point of time is unable to attend duties due to emergency work shall inform the Principal at least 3 Hours the college opening timings and discuss alternative arrangements made if any.

**Reprisal**

Leaves taken / availed against the normal procedure prescribed is considered against the norms agreed and necessary disciplinary measures will be initiated.

### **Study Leaves**

The faculty members are eligible for a study leave with pay\* for a maximum period of fifteen days during calendar year either after completion of one year service or with a commitment that they would continue for a minimum of one year after utilizing the study leave. \*The pay here is to be read is the basic pay along with DA with no other allowances.

### **Procedure of using Study Leave**

The staff intending to utilize the study leave require to inform the Head of the Department / Head of the Institution regarding the alternative arrangements made during their absence along with signed note from the faculty agreed to take the sessions during that time and a letter of commitment.

### **Sabbatical Leaves**

All the faculty members who have completed a minimum service of two years are eligible for sabbaticals leave. A maximum of two months sabbatical leave will be sanctioned based on the commitment given by the faculty. The faculty during this period will get the salary for the period of sabbaticals leave including all allowances.

### **Procedure of using Sabbatical Leave**

The staff intending to utilize the Sabbaticals leave shall discuss with the Principal along with an application in prescribed format at least six months before planning to utilize the sabbatical leave. The faculty requires to give a written commitment as per norms that they would continue for a minimum period of two years after utilizing the sabbaticals leave.

### **Family Relocation Leave**

When a faculty member joins the college and his / her earlier location is more than 300 KM from Hyderabad, a maximum of three days leave with pay will given towards family relocation.

### **Marriage Leave**

If there is marriage of the staff, a maximum of three days time off will be allowed with pay.

### **Leave due to Death in Family**

If there is a death in the employee's immediate family, three (3) days time off will be allowed with pay. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, or in-laws of same.

### **Monthly Leave Report**

The college requires to send a monthly leave statement with all the details utilized by different faculty members duly signed by the Principal and Administrative Officer / Registrar before 25<sup>th</sup> of every month to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

## **TA & DA UTILIZATION PROCEDURES**

### **Travel Allowance Entitlement**

While the staff is on duty, the staff can avail the travel allowance as per the following guide lines. If the staff is traveling by the bus, it is the actual bus fare, which will consider. If there are traveling by train, in case of professors there are entitled for maximum of II AC and Associate Professor and lectures III AC. If there is no train and bus transportation, with the recommendation of the Principal the staff can rent a car. For availing the travel allowance submission of the tickets is compulsory. If the staff has availed more than entitled, only the money which is entitled will be paid the balance shall be borne by the staff. If the staff has availed less than what is entitled only actual fare will be paid. In case of extra-ordinary circumstances Principal is authorized to take the appropriate decision and sanction accordingly.

### **Travel Allowances**

If the journey time is more than eight hours, then the staff is entitled for a travel allowances of Rs. 100.

### **Local Transportation Allowances**

The staff below the rank of professors is entitled for a local transportation allowance of Rs. 150 per day in case of category A cities and Rs 100 in case of category B cities. In case of professors they can avail local transportation allowance on actual.

### **Procedure of Availing the Travel Allowance**

The staff is required to fill a prescribed application form to avail travel advance and submit the all actual bills within two days after arriving from the out station.

### **Sanctioning Authority**

The principal of the sanctioning authority for the travel allowance and in case of principal, it is Director-HR.

### **Daily Allowance Entitlement**

While the staff is on duty they are entitled for a Daily Allowance. The maximum permission able DA is given below. The list of different cities under various categories can be had from the office

<b>S. No</b>	<b>Category</b>	<b>A Grade City</b>	<b>B Grade City</b>
1.	Professors	Rs. 1000	Rs. 750
2.	Associate Professor	Rs. 650	Rs.500
3.	Assistant Professor	Rs.600	Rs.450

### **Procedure of Availing the Daily Allowance**

The staff is required to fill a prescribed application form to avail Daily Allowance advance and submit all the necessary bills within two days after arriving from the out station.

### **Sanctioning Authority**

The Principal of the college is the sanctioning authority for the travel allowance and in case of Principal; it is the Director – HR.

### **Report on Transport Allowance / Daily Allowance**

The college requires to send a quarterly report consisting of all the details on travel and daily allowance duly signed by the Principal and Administrative Officer / Registrar before 25<sup>th</sup> of every quarter to the Director – HR which then will be forwarded to the accounts department for processing of salaries.

### **FACULTY CONDUCT & DISCIPLINE PROCEDURES**

The following examples of misconduct could result in disciplinary action up to and including dismissal. The list is not intended to be inclusive of all types of misconduct but rather a sample listing of behaviour, which could result in dismissal. The faculty member may also be disciplined or dismissed for conduct that may not be specifically covered by this list if the conduct is harmful to the operation of the college or to the rights, reputation, and safety of college staff & students:

- ❖ Excessive, unauthorized tardiness or absenteeism.
- ❖ Failure to comply with college or departmental policy or regulations.
- ❖ Refusal to follow instructions of the duly assigned by the superior including overt or covert questioning and / or undermining authority of management.
- ❖ Substandard work performance.
- ❖ Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any college staff, student, or visitor.
- ❖ Negligence resulting in damage or defacement of college property.
- ❖ Falsifying employment records or other college records (examination and attendance records or any other records)
- ❖ Conduct on or off campus that is a violation of college policy.
- ❖ Dishonesty or stealing including irregularity in handling college assets; acts or theft from the college or colleagues; or actual or threatened destruction of the college property.
- ❖ Unauthorized possession, use, copying, or reading of college records or unauthorized disclosure of information contained in such records.
- ❖ Absence for three consecutive days without properly notifying the college.
- ❖ Obtaining a leave of absence under false pretenses.
- ❖ Failure to report to work upon expiration of an approved leave of absence.
- ❖ Any willful act, careless act, or conduct detrimental to the college operations or the safety and rights of other persons on college premises.
- ❖ Excessive or unauthorized use of college telephones for other than college business.
- ❖ Failure to work the assigned work schedule, which may include overtime assignments.
- ❖ Reporting for work under the influence of alcohol or drinking in the college premises.
- ❖ Smoking in the college premises.
- ❖ Coming to the college in a drunken condition and drinking liquor in the college premises.
- ❖ Leaking the question papers or sharing the information pertaining to examinations.
- ❖ Giving excessive marks willfully or tampering with the marks already given.



- ❖ Giving attendance to the student while the student is absent or tampering with already given attendance.
- ❖ Sharing the college information which is supposed to be confidential with outsiders including with the family members.
- ❖ Taking any kind of gift or favour from any one for any reason including students.
- ❖ Evading work and not attending to work while being responsible for it.
- ❖ 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.

The following are details pertaining actions of indiscipline and disciplinary actions that may be initiated in these occasions.

### **Irregularity**

Regularity to the duty is very important. If the staff is found to be irregular to the duty in terms of taking leave with out prior permission will be considered very seriously. Every time that the staff takes leave or absent from the duty without prior permission as prescribed for the following disciplinary measures will be initiated. In a calendar year a maximum of two absences without prior permission are permitted for emergency (to be followed as per the norms given under thid category of leave). Beyond this limit, the following measures are initiated.

### **Irregularity – Measures**

If a staff absent from the duty without prior permission of the sanctioning authority beyond the permitted limit, one leave (leave in absence with pay) is taken out from the account and one day's salary will be deducted from that month's salary. If further staff absent from the duty without prior permission of the sanctioning authority, and when in the staff account no leaves in absence with pay are left, three days salary is deducted from that month's salary. If these kinds of absences go beyond five days in a calendar year, the employee will be removed from the service.

### **Tardiness**

Tardiness for any reason will be treated as irresponsible behaviour on the part of the employee. If the employee understands for some rason they are coming late, they shall inform the Principal at least one hour before the college begins about the delay (a maximum of 30 minutes). In a calendar year a maximum of five such permissions can be taken. Beyond this will attract the following measures.

### **Tardiness – Measures**

Whenever the staff attends the duty later than the prescribed time red mark is put against that day. The first three late marks in a month will result in deduction of one day's salary for that month.

### **Lapse in the Duty / Responsibility**

Lapse of any kind will not be tolerated on the part of the employee. The lapse may include evading the work or work schedules, skipping the syllabus or in-completion of the syllabus or any other lapse, which can cost the college, students or other faculty.

### **Lapse in the Duty / Responsibility – Measures**

Whenever it is found that there is a lapse in the employee's work, the organization will use punishments of varied nature from deducting salary to removal from service.

### **Unethical Conduct**

Unethical conduct on the part of faculty member such as giving more or wrong attendance to students, tampering with the attendance records to favour or harm some one; changing the marks in the records or giving extra or wrong marks either favour or to harm some one; leakage of question papers or any other official information; taking bribe or threatening any one including a student or a faculty or any other will ful misconduct will be considered very seriously.

### **Unethical Conduct – Measures**

At any point of time there is a case against faculty members in any issues involving the above or misconduct of any other nature which is against the spirit of academic learning process, a departmental enquiry will be initiated based on which the faculty may punished including dismissal from the service.

### **Absenting from duty on occasions of national and institutional importance**

No staff can absent from duty on any reason on important of national and institutional importance such as Independence day , republic day , Annual Day , Foundation day , Induction Day and Teachers Day.

### **Absenting from duty on occasions of national and institutional Importance – Measures**

Absenting on the days (with or without permission) of national and institutional importance (the list of given in the beginning of the handbook) will be considered as a serious matter and faculty member may face punishment including dismissal.

## **RESIGNATION PROCEDURES**

### **Meaning of Resignation**

A letter of resignation implies the following when written:

1. That the resignee wishes to terminate the his / her association with the college on a specified date.
2. That the letter of resignation is a deliberate attempt to inform all necessary personnel of this decision.
3. That the resignee truly believes the decision to resign will sever the resignee's relationship with the college.

### **Timing of Resignation**

Before the staff resigns, he / she should put in necessary / sufficient time before submitting the resignation letter. Sufficient time implies different things / timings for staff members with different ranks and positions.

1. No faculty member will be allowed to leave at the beginning or in the midst of the semester.
2. Staff member working in the rank of lecturer requires to give a minimum of one month time before getting relieved or do not leave just when semester begins.

3. For staff members working as Associate Professor and Professors this minimum time is two months and three months respectively.
4. For those working in the rank of Head of the Department, a minimum time of three months is required before they want to get relieved.

### **Procedures**

To insure that the preceding assumptions are upheld, the following procedures will be observed:

1. When a letter of resignation is written, it is the responsibility of the resignee to send the original copy to the Head of the Institution and a copy of it to the Director – Human Resources giving sufficient time as per the contract signed at the time of joining.
2. It is the responsibility of the Head of the Institution to consult with the Director – Human Resources one hand the immediate superior of the staff on other, as soon as possible to determine the course of action to be taken.
3. It is the responsibility of the Head of the Department to brief the Principal regarding the status of staff's completion of various responsibilities and recommend further action.
4. Based on this, the Head of the Institution shall forward a letter of recommendation on the approval of the resignation to the Director – Human Resources.

The Head of the Institution before sending the recommendation on resignation to the Director – Human Resources has the following options before him:

- a) Acceptance of the resignation; or
  - b) A plea for reconsideration of the resignation.
1. Based on the recommendation made by the Head of the Institution, the Director – Human Resources will acceptance / rejection letter to the resignee. Copy of this letter is sent to the Head of the Institution.
  2. If the resignation is not accepted. Then the letter of resignation sent by the resignee becomes null and void.
  3. Once the resignation letter is accepted and the college receiver confirmation of the same, an exit interview needs to be arranged (format given at the end of the manual) and check collection of all the records and files, equipment, or any other information to be taken. A detailed “No – Due Certificate (given at the end of the manual) needs to be signed by all the concerned authorities.
  4. The college issues a “relieving certificate”; service certificate” and releases the certificates and documents pertaining to the faculty.
  5. If any faculty member has left / resigned contrary to this method, the details shall be immediately brought to the notice of the Department of HR for immediate action.

### **SUSPENSION & TERMINATION PROCEDURES**

#### **Suspension Procedures**

Suspension from employment may be appropriate phase in the disciplinary process and may be normally preceded by counseling and written warning. A suspension involves the temporary removal of the staff member from the workspace for a specified period of time without pay. This phase allows time for further review before the final decision is made as to whether or not the individual will be allowed to remain on the MLR staff list.

The college immediately finding a serious lapse on the part of shall place him/her under suspension and call for a departmental enquiry duly constituted for purpose. CEO the director – HR or nominee; Principal; and a senior professor nominated by Principal will be constitute the departmental enquiry committee. Based on the report of the college will take a decision regarding the continuation of the staff member or termination.

### **Termination Procedures**

A staff member may be terminated for any reason with two weeks' notice. In class where the college deems appropriate, including serious misconduct a staff member may be terminated without notice or the equivalent pay and thereafter will not eligible for any group college in future. If there is a reduction in requirement or any other such matter, the college will provide at least one months notice or equivalent pay instead of the notice.

Termination during the introductory period does not require two weeks' notice or equivalent pay instead of notice. At termination all college property must be returned. No staff member who is terminated should be reappointed in any of the MLR group colleges at any point of time.