



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

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**(Approved by AICTE, New Delhi & Affiliated to
Anna University, Chennai , Accredited by NBA(CSE,ECE &EEE), NAAC with B++ Grade,
Recognized by UGC with 2(f) and ISO 9001:2015 Certified Institution)**

HUMAN RESOURCE POLICY MANUAL

(w.e.f 1st September 2021)



KONGUNADU COLLEGE OF ENGINEERING AND TECHNOLOGY

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Vision

“To become an Internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.”

Mission

- Providing the Best Resources and Infrastructure
- Creating Learner-Centric Environment and Continuous Learning
- Promoting Effective Links with Intellectuals and Industries
- Enriching Employability and Entrepreneurial Skills
- Adapting to Changes for Sustainable Development

Quality Policy

To strive continuously for producing the best results in terms of knowledge, self-discipline and application of the knowledge acquired.



1. Recruitment Procedure

- Faculty recruitment is processed as per the Guidelines of Anna University and AICTE norms.
- Before the commencement of every academic year, vacancy positions are identified by the respective Heads of the Departments and the same is submitted to the Management for recruitment through the Principal.
- Advertisements are published in the leading dailies and websites.
- Applications are invited from eligible candidates and are scrutinized by the respective Heads of the Departments and the Principal.
- Shortlisted candidates are called for personal interview.
- The interview panel comprises of Chairman, Principal, Head of the Department, Senior Faculty members and subject expert.
- Based on their performances, faculty members are recruited and appointment orders are issued to the candidates by the Chairman.

2. Qualification for Appointment

- Qualification for appointment of faculty shall be followed as notified by AICTE/Anna University from time to time.

2.1 Assistant Professor

- a. B.E/B.Tech and M.E/M.Tech or M.Phil in relevant subject with first class or equivalent.

2.2 Associate Professor

- a. Qualification as above that is for the post of assistant professor, as applicable and Ph.D or equivalent in appropriate discipline.
- b. Minimum of 5 years experience in teaching and/or research industry off which at least 2 years shall be post Ph.D is desirable.
- c. Post Ph.D publications and guiding Ph.D student is highly desirable.



2.3 Professor

- a. Qualification as above that is for the post of associate professor, as applicable.
- b. Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of associate professor (or) Minimum 13 years experience in teaching and/or research and/or industry.
- c. Post Ph.D publications and guiding Ph.D student is highly desirable.

3. Probation and Regularization

- Any faculty member, on appointment, except on contract, shall be on probation for a period of one year from the date of joining.
- The performance of new faculty members on probation shall be reviewed at six months interval and the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation.
- On satisfactory completion of probation as decided by the management, the services of the probationer shall be regularized.
- The performance of regular faculty members shall be reviewed once in a semester through academic performances and once in a year through faculty appraisal.

4. Orientation

- Newly appointed faculty members have to undergo an induction programme or any other similar programme at the time of first appointment. The time spent on such programmes shall be treated as part of the probation and existing faculty members can also undergo further training or refresher course.
- The HoD explains the features of the department such as laboratory and research facilities, library magazines and journals etc., further the academic rules and regulations, disciplinary procedures and matters related to the tests and examinations are also explained.



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5. Leave Rules

- Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to exigencies.
- Staff members are requested to avail leave only if it is essentially needed.
- All applications for leave shall be submitted to the Principal through proper channel prior to avail the leave.
- However, causal leave may be taken in the case of exigencies without leave application form, but it should be informed over phone on the same day and the leave should be applied immediately after return to duty.
- All the staff members have to make alternate arrangements for their duty during absence well in advance and inform the same to the concerned HoDs.

5.1 Causal Leave

- 5.1.1 All the full time employees of the college are eligible to avail 12 days of casual leave in the academic year (June – May).
- 5.1.2 However, Maximum of 6 days can be availed in odd semester (June- Nov) and remaining 6 days can be availed in even semester (Dec – May).
- 5.1.3 Carryover of lapsed leave from one semester to the next semester is not permitted.
- 5.1.4 Casual leave for more than 3 days continuously is not permitted. Minimum of half day can be availed.
- 5.1.5 Casual leave cannot be availed on both prefix and suffix of the holidays. Such case exists all the leave period including holidays will be considered as casual leave.

5.2 Earned Leave

- 5.2.1 All the faculty members are eligible for earned leave after the successful completion of one year service in the institution. However earned leave will be accounted to the staff members only having continuous service during the period from June to May.
- 5.2.2 The teaching staff members are eligible for 3 days and non teaching staff members are eligible for 15 days. However, earned leave for non teaching staff members having less than one year service will be accounted proportional to the service rendered during the last year.



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5.2.3 Earned leave should be availed only with prior permission and no leave can be combined with earned leave.

5.2.4 Based on the exigencies earned leave may be refused or curtailed.

5.3 Compensation Leave

5.3.1 The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with prior permission.

5.4 Maternity Leave

5.4.1 Female faculty and staff members having two years of continuous service in the institution are eligible for 90 days of maternity leave with half pay.

5.4.2 Additional leave beyond 90 days will be reckoned as leave on loss of pay.

5.4.3 Maternity leave can be availed twice during the entire service.

5.4.4 Maternity leave of 90 days is to be availed continuously and cannot be availed in piecemeal.

5.4.5 The staff member should work at least one year after availing the maternity leave. Otherwise the leave period will be considered as leave on loss of pay.

5.5 Vacation Leave

5.5.1 Staff members completing one year service are eligible for 14 days of vacation leave during winter and 21 days during summer. Staff members completing 6 months continuous service are eligible only for 7 days.

5.5.2 Vacation leave should be availed only during the declared period and cannot be accumulated or availed during a regular session.

5.5.3 Unavailed part of vacation leave cannot be carried over to the next semester.

5.5.4 Vacation leave should be calculated by including all intervening declared holidays and Sundays.

5.5.5 Vacation leave should be applied well in advance and got sanctioned before availing it. Any duty assigned during vacation period should be attended.

5.6 On Duty Leave

5.6.1 Teaching faculty members having six months of continuous service in the institution are allowed to avail 10 days On Duty per semester for attending University Meeting/Central valuation/External Examination/University Representation/External Invigilation etc.



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5.6.2 Teaching faculty members having one year continuous service in the institution are allowed to avail 10 days special On Duty per year for attending conferences/seminars/workshops/higher studies/faculty development programme etc.

5.6.3 The excess On Duty availed shall be deduced from the credit of other eligible leave of the staff.

5.6.4 Faculty members attending college administrative work like DOTE approval, University work, Scholarship, PF etc., entrusted by the Principal and management are eligible for On Duty.

5.7 Medical Leave

5.7.1 Medical leave may be granted in case of sickness of the employee.

5.7.2 The medical leave is allowed only when it is supported by a medical certificate and is up to a maximum of 7 days at a time in an academic year.

5.8 Leave on Loss of Pay

5.8.1 Leave on loss of pay is not a type of leave which can be availed by the staff as and when they like.

5.8.2 Unauthorized absence of duty and the leave availed in excess of the prescribed limit will be treated as leave on loss of pay.

5.8.3 Half day leave on loss of pay will be treated as full day.

5.8.4 If the quantum of loss of pay is more than 10 days in a year, it will be considered as break of service, unless acceptable supporting documents in evidence of justifying such excess leave are produced.

5.9 Permission

5.9.1 Staff members can avail two permissions per month, one should be in the morning session and other should be in the evening session.

5.9.2 If the permission exceeds one hour in the morning or evening, it will be treated as half day casual leave.

Permission Time Morning: 09.00AM to 10.00AM

Evening: 04.00 PM to 05.00PM



6. Policies and procedures

6.1 Budget policy

- 6.1.1 The HoD will prepare the annual department budget and submit to the Principal.
- 6.1.2 The annual budget for a department includes the provision for recurring items, non-recurring items, research and development activities, student motivation programmes and department stationary items.
- 6.1.3 The budget for the institution is a consolidated budget of all functional departments including academic departments, Centre for Campus to Corporate, accounts, library, purchase, hostel, physical education and maintenance.
- 6.1.4 The provision given by the individual department are scrutinized in planning and monitoring board meeting and considered for arriving at the institution level budget.
- 6.1.5 The consolidated budget at the institution level is then submitted to the Governing Body for approval.
- 6.1.6 Upon approval by Governing Body, the budget is released for utilization.

6.2 Purchase Policy

- 6.2.1 All purchases are handled by the purchase department by receiving requisitions from various departments.
- 6.2.2 The purchase department evaluates the budgetary provisions and accordingly processes the purchases requirements.
- 6.2.3 For all the Principal and Chairman approved indents, purchase manager will raise purchase order based on quotations received from the approved vendors.
- 6.2.4 On receipt of the goods, purchase manager shall verify the receipts against the requirements specified in the purchase order.
- 6.2.5 For all the supplies found correct, payment shall be made by means of cheque duly signed by the Chairman.



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6.2.6 Any supplies found incorrect will be intimated to the vendor immediately and a replacement is sought.

6.2.7 An approved vendor list is maintained in the purchase department.

6.3 Salary Policy

6.3.1 Pay fixation and scale of pay are followed as per AICTE norms

Cadre	Pay Band	AGP
Assistant Professor	15,600-39,100	6,000
Associate Professor	37,400-67,000	9,000
Professor	37,400-67,000	10,000

Table B.10.1.2f Pay scale

6.3.2 Employees Provident Fund (EPF) and any other statutory deductions shall be done from the salary of the individual employee as per the governing laws and regulations. The management shall remit an equal amount along with the deduction made in the EPF Scheme to all the employees.

6.3.3 All staff members are covered under Group Insurance Policy.

6.4 Faculty Appraisal

6.4.1 The performance of faculty members are monitored through Faculty Appraisal system and provide adequate guidance or counseling for the faculty members so as to improve his/her performance and for making better contributions towards meeting the academic goals of the institution.

6.4.2 Each faculty member is required to submit Faculty Appraisal form annually on the basis of certain parameters such as subject results in the end of the semester examinations, research papers/articles/books published, proposals sanctioned, Ph.D guided, national/ international awards received, conferences attended/organized, additional responsibilities assigned etc., in the department or institution.

6.4.3 The Faculty Appraisal form of the faculty members are duly verified by the respective HoD and forwarded to the Principal.



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6.4.4 Annual increment, incentives and promotions are considered based on the Faculty Appraisal.

6.5 Promotional Policies

Eligibility for next cadre is followed as per AICTE norms.

6.5.1 Assistant Professor

- B.E/B.Tech and M.E/M.Tech or M.Phil in relevant subject with first class or equivalent.

6.5.2 Associate Professor

- Qualification as above that is for the post of assistant professor, as applicable and Ph.D or equivalent in appropriate discipline.
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- Post Ph.D publications and guiding Ph.D student is highly desirable.

6.6 Research and Development

6.6.1 In view of encouragement the management share the revenue generated out of consultancy services with the faculty members as given table.

S.No	Particulars	Faculty	Management
1.	Use of institute space and equipment	40%	60%
2.	Without use of institute space and equipment (Human Resources)	60%	40%

Table. Consultancy work policy



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6.6.2 Management will bear 50% of expenses incurred towards registration and travelling during the paper presentation in conferences, attending seminars and workshops etc.

6.6.3 Management will provide incentives to faculty members for publishing their research articles in SCI/SCIE indexed journals from 2021-2022 onwards. The Incentives are calculated Based on the Impact Factor (IF) of the journal and the author's position should be within 4. The following are the norms for providing incentives:

- IF 0-1 = Rs.4000/-
- IF 1.01-3 = Rs.5000/-
- IF 3.01-5 = Rs.6000/-
- IF 5.01> = Rs.7000/-

6.7 Travel Allowance

6.7.1 All the staff members are eligible for travel allowance, when deputed on official duty.

6.8 Incentives for faculty and staff members

6.8.1 5% of the amount sanctioned by way of grants from National/International funding organizations is paid to the concerned faculty members.

6.8.2 Faculty members will be awarded with cash prize and appreciation for producing good results in the university examinations in every semester

6.8.3 Tuition fee concession is provided to the wards of the faculty and staff members working in the institution as given table.

S.No.	Category of staff/ faculty members	% of fee concession
1.	< 2 years experience	25%
2.	2 - 5 years experience	50%
3.	> 5 years experience	100%

Table. Admission policy



- 6.8.4 Personal loan facility from the nationalized bank is provided for the employees if found eligible.
- 6.8.5 Rent free accommodation and food are provided for hostel staff members.
- 6.8.6 Competition for sports events and games for all staff members will be conducted every year and the winners will be awarded during the sports day.

6.9 Delegation of financial powers

- 6.9.1 Principal, Dean, all department heads, Head – C to C and Librarian have financial powers as mentioned below to utilize as per the requirement in laboratories, purchasing stationeries', training and travel etc.

S. No.	Designation	Financial power
1	Principal	15,000
2	Dean	10,000
3	All department heads	5,000
4	Head - Centre for Campus to corporate	5,000
5	Librarian	5,000

Table B.10.1.4 Delegation of financial power

6.10 Grievance and Redressal Process

- 6.10.1 A Grievance Redressal Cell has been constituted to redress the Grievances of the teaching and non-teaching faculty members
- 6.10.2 Any teaching or non-teaching staff having a grievance, can make a representation to the Committee.
- 6.10.3 The grievances shall be redressed immediately by the committee by taking appropriate measures.



7. Resignation Policy

- 7.1 Any employee desirous of leaving the service shall provide three months notice or pay three months salary in lieu of the notice period to the management. However the management reserves the right to relieve the person even before the completion of the 3 months notice period. Further, the management reserves the right to terminate the service of a person without any notice period in case of unsatisfactory performance or any violation of the rules and regulation of the institution.
- 7.2 Before being relieved, employee should hand over the charge to the appropriate person in consultation with the concerned HoD and inform the same to the Principal. HoDs are responsible for initiating the necessary action to ensure that all college property and equipment are returned and a 'No Due Certificate' is obtained from the competent authority on or before the last day of work.
- 7.3 After submitting 'No Due Certificate' by the employee, the relieving order and service certificate will be issued.

8. Retirement Policy

- 8.1 Faculty members will not be given extension after the age of 65.
- 8.2 Age of retirement for all staff member is as per the Government norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such an action is in the interest of the institution.


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