



Kongunadu

College of Engineering & Technology
[Autonomous]

Human Resource Policy



Approved by AICTE,

Affiliated to Anna University,

Accredited by NAAC, Accredited by NBA (CSE, ECE, EEE & MECH),

Recognized by UGC with 2(f) & 12 (B), An ISO 9001:2015 Certified Institution.

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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

Table 2. Faculty Qualification and Cadre

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI/SCIE/UGC / AICTE approved list of journals	
Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
	OR	
	At least 10 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals till the date of eligibility of promotion	

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 been explained

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 Casual Leave

- All the full-time employees of the college are eligible to avail 12 days of casual leave in the academic year (July - June)
- However, Maximum of 6 days can be availed in odd semester (July- December) and remaining 6 days can be availed in even semester (January - June)
- Carryover of lapsed leave from one semester to the next semester is not permitted
- Casual leave for more than 3 days continuously is not permitted. Minimum of half day can be availed
- 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

- 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 July to June
- Teaching staff members are eligible for 3 days of earned leave, while non-teaching staff members are eligible for 15 days. However, for non-teaching staff members with less than one year of service, earned leave will be calculated proportionally based on the service rendered during the previous year.
- Earned leave should be availed only with prior permission and no leave can be combined with earned leave
- Based on the exigencies earned leave may be refused or curtailed

5.3 Compensation Leave

- 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

- 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
- Additional leave beyond 90 days will be reckoned as leave on loss of pay
- Maternity leave can be availed twice during the entire service
- Maternity leave of 90 days is to be availed continuously and cannot be availed in piecemeal
- 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

- 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
- Vacation leave should be availed only during the declared period and cannot be accumulated or availed during a regular session
- Un availed part of vacation leave cannot be carried over to the next semester
- Vacation leave should be calculated by including all intervening declared holidays and Sundays
- Vacation leave must be applied for well in advance and sanctioned prior to being availed. Any official duties assigned during the vacation period must be attended to.

5.6 On Duty Leave

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

- The excess On Duty availed shall be deducted from the credit of other eligible leave of the faculty
- Faculty members entrusted with college administrative tasks, such as DOTE approval, university work, scholarships, PF, etc., by the Principal and management, are eligible for On Duty leave.

5.7 Medical Leave

- Medical leave may be granted in case of sickness of the employee
- Medical leave is granted only when supported by a medical certificate and is limited to a maximum of 7 days at a time in an academic year.

5.8 Leave on Loss of Pay

- Leave on loss of pay is not a type of leave which can be availed by the staff as and when they like
- Unauthorized absence of duty and the leave availed in excess of the prescribed limit will be treated as leave on loss of pay
- Half day leave on loss of pay will be treated as full day
- 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

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

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

Table 6.1 Pay Scale

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

- 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
- All staff members are covered under Group Insurance Policy

6.2 Faculty Appraisal

- The performance of faculty members is 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
- 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

- The Faculty Appraisal form of each faculty member is verified by the respective HOD, forwarded to the IQAC for analysis and reviewed by the Principal and Chairman
- Faculty members securing the highest appraisal scores are duly recognized and rewarded for their outstanding performance. Faculty members scoring below 50% are provided counselling and academic support by the HOD and Principal to enhance their professional and academic development.

6.3 Promotion Policies

Eligibility for next cadre is followed as per AICTE norms.

Table 6.3 Faculty Promotion Eligibility

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
Assistant Professor	B.E. / B.Tech. / B.S. and M.E. / M.Tech. / M.S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees	Experience not mandatory
Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
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Professor	Ph. D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.
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	At least 6 research publications at the level of Associate Professor in SCI / SCIE / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co-supervisor till the date of eligibility of promotion	
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6.4 Incentives and Welfare for Faculty

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

Table 6.4.a Consultancy work policy

S.No	Particulars	Faculty	Management
1.	Use of Institution Resources	40%	60%
2.	Without use of institution Resources (Human Resources)	60%	40%

- Seed money will be sanctioned by the Management to faculty members for the development of research prototypes, based on the scrutiny of their applications
- Management will bear 50% of expenses incurred towards registration and travelling during the paper presentation in conferences, NPTEL Course, attending seminars, FDP and workshops etc.
- 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.8000/-
 - IF 1.01-3 = Rs.10000/-
 - IF 3.01-5 = Rs.12000/-
 - IF 5.01> = Rs.15000/-
- All the staff members are eligible for travel allowance, when deputed on official duty
- 5% of the amount sanctioned by way of grants from National/International funding organizations is paid to the concerned faculty members
- Faculty members will be awarded with cash prize and appreciation for producing good results in the End Semester Examinations in every semester
- Tuition fee concession is provided to the wards of the faculty and staff members working in the institution as given table

Table 6.4.b Faculty Welfare

S.No	Category of Staff / Faculty member	% of fee concession
1	< 2 years' experience	25%
2	2 - 5 years' experience	50%
3	> 5 years' experience	100%

- Personal loan facility from the nationalized bank is provided for the employees if found eligible
- Free accommodation and food are provided for hostel staff members
- 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

6.5 Delegation of financial powers

- 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

Table 6.5 Delegation of financial power

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

6.6 Grievance and Redressal Process

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

7. Resignation Policy

- 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
- 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
- After submitting 'No Due Certificate' by the employee, the relieving order and service certificate will be issued

8. Retirement Policy

- Faculty members will not be given extension after the age of 65
- 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

PRINCIPAL

CHAIRMAN



Kongunadu

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IQAC

w.e.f - 21/01/2022