

# **K.S.R.COLLEGE OF ENGINEERING**

**(Autonomous)**

**(Affiliated to Anna University, Accredited by NAAC with A++ Grade)**

**K.S.R Kalvi Nagar, Tiruchengode, Namakkal-637215.**



## **HR POLICY**

**With effect from 1<sup>st</sup> JUNE 2024**

# **K.S.R.COLLEGE OF ENGINEERING, TIRUCHENGODE**

## **VISION AND MISSION OF THE INSTITUTION**

### **1. VISION**

To become a globally renowned institution in Engineering and Management, committed to providing holistic education that fosters research, innovation and sustainable development.

### **2. MISSION**

- ❖ Deliver value-based quality education through modern pedagogy and experiential learning.
- ❖ Enrich Engineering and Managerial Skills through cutting-edge laboratories to meet evolving global demands.
- ❖ Empower research and innovation by integrating collaboration, social responsibility, and commitment to sustainable development.

### **3. QUALITY POLICY**

K.S.R. College of Engineering is committed to delivering high-quality education in Engineering and Management, fostering research, innovation, sustainability, and leadership to prepare students for global challenges.

### **4. Faculty / Staff Recruitment Procedure**

- The Chairman / Vice-Chairman of the KSR Educational & Charitable Trust shall be the appointing authority for the post of Principal of KSRCE. All other staff of KSRCE will be appointed by the Principal on behalf of the Board of Trustees with the approval of the Chairman and to be ratified by the Governing Body (GB).
- Need based assessment of manpower is prepared at the department level by H.O.Ds which are scrutinized and finalized by the Principal.
- The consolidated manpower requirement, is then sent to Management for approval
- An Ad hoc Selection Committee is constituted comprising normally all the Heads of the Department with the Principal as the Chairman of the committee.
- The Selection Committee prepares a job specification for each position.
- A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.

- Based on the AICTE faculty qualification guidelines, Applications are scrutinized by concerned Head of the Departments and Principal. Then, interview call letters are sent to the applicants
- The Staff Selection Committees comprising of the External expert, the H.O.D and the Principal conduct the interviews. Selected candidates are recommended for appointment
- The appointment is made after due approval from the Management through the Principal
- The Chairman / CEO/ Principal or any authorized person will release an Offer of appointment indicating pay package and service rules.
- AICTE pay scales are implemented. Deserving candidates are offered higher pay

#### **4.1. Joining Procedure**

- Faculty / Staff is instructed to submit Joining Report and submit a few documents such as Address proof, ID Proof, Age proof, Education proof, relieving and experience certificate from the previous working Institution / Company and photograph.
- Also, they are instructed to give the details such as marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. to keep it in office records.
- They are instructed to open a Savings Bank Account to receive salary from Bank.
- Their education and experience details are verified
- Official faculty id is created for individual staff to have official communication.
- They are instructed to register their details in the database of Central Library.

#### **4.2. Employee Service Policy**

- The service rules are framed to ensure effective utilization of human resources for improvement of academic and overall performance.

#### **4.3. Service Conditions**

- The appointment order is issued based on the undertaking letter given by the faculty by stating their willingness to work in the institution for a minimum period of one year.
- All appointments shall ordinarily be made on probation for a period of one year.

- The Faculty member is treated as “Regular” on completion of one year service.

#### **4.4. Faculty Salary and Increment**

- Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE / UGC / Government of Tamil Nadu.
- Annual increments shall be sanctioned by the Principal with the approval of Chairman on satisfactory performance of the employee based on the self-appraisal and the recommendations of HoDs / section Heads.
- Based on the experience and qualifications, the monthly salary will be paid as per AICTE norms.
- Suitable dearness allowance (DA) and House Rent Allowance (HRA) will be paid to the faculty who are in time scale. The DA will be revised whenever announced by the management.
- On successful completion of Ph.D. an ad-hoc additional allowance shall be paid. Such of that Faculty must continue their Research and publish Research articles in Q1, Q2, Q3 & Q4 journals. They have to get Supervisor Recognition from the University and take research scholars for promoting research activities. If no progress is shown within 2 years, the additional ad-hoc allowance will be withdrawn.

#### **4.5. Disbursement of Salary**

- Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct.
- As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective SB accounts.
- In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

#### **4.6. Induction Policy**

- Orientation of the individual to the culture, values and systems of the organization is very important. All full time staff members undergo a through induction process

which spans for a ten day period from their date of joining anchored by the institution.

- The topic covered is organizational values, culture, code, programs and administrative systems by following the induction guidelines and process. An updated policy and procedure manual containing the current rules and regulations will be handed to the people on joining to read and an undertaking that they have read and understood the rules will be obtained.

#### **4.7. Promotion Policy**

- As per AICTE/UGC/University norms an Assistant Professor is elevated to Associate Professor after a satisfactory performance, experience and qualification prescribed from time-to-time. An Assistant Professor may be promoted to Associate Professor subject to their Experience in years with Ph.D.
- However, to encourage the faculty and their performance the institution adapts 3 levels in the Assistant Professor category.

Level 3 – Entry level - Initial 3 years

Level 2 – Selection level- Next 2 years

Level 1 – Senior level- Next 3 years before moving on to Associate Professor.

- Faculty who completes 5 years of experience in KSRCE, may be designated as Senior Assistant Professor (Level 1 – Senior Level) in the same scale of pay of Assistant Professor with a notional increment subject to their performance.
- To move from one level to the other the performance in-terms of their quality and self-appraisal (Teaching & Learning, Self-Development, Research & Development and Involvement in the Institution activities) shall be taken into account.
- To move from associate professor to professor AICTE / UGC / University norms will be followed subject to the satisfactory performance and self-appraisal evaluation.
- For administrative staff the promotion will be based on the experience and performance. Suitable capacity building opportunities will be provided for them. Upon successful completion, cadre change and other possibilities are made possible.

#### **4.8. Redeployment / Transfer**

KSRCE enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the institution. Transfers may be effected in any of the following manners:

- From One Institution to another institution or within an institution
- From one department to another department or within an office
- From one post/office to another post/office

#### **4.9. Faculty Resignation**

- Resignation will not be accepted in the middle of the academic year.
- No teacher is permitted to leave during the middle of the semester by suffering the class work excluding the summer vacation. Three months notice is to be served or Three months salary on either side needs to be paid in lieu of such notice.
- One month notice is to be served or one month salary on either side needs to be paid in lieu of such notice for Non Teaching staff.
- In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.
- The employees of the Institution should get the No-Due Certificate duly signed by the authority mentioned in the NoC prescribed by the Institution as annexed. Only after submitting the NoC ,the relieving orders will be issued.

#### **4.10. Termination**

- The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

#### **4.11. Death**

- In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Principal. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be

made to the employee's designated nominee after deduction of the applicable items.

#### **4.12. Superannuation and Re-Employment**

- The age of superannuation of teachers would be 60 years and thereafter no extension of services shall be granted. Faculty/Staff members who attain superannuation shall get relieved from the position. At the time of retirement, the employee shall apply for PF contribution and get their terminal benefits as per the rules of the Institution.
- However the institute may re-employ the superannuated teacher up to 70 years of age in accordance with the existing provisions in the statutes / memorandum of associations and rules / schemes, regulations and bye-laws of the institute, if needed.
- Re-employment of such senior Faculty/Staff may be considered based on the need and their contribution for growth of the Institution during their regular tenure. On re-employment they will get a consolidated pay as decided by the management.
- The age of superannuation of librarians, Physical education personnel and such other employees of technical education are treated as per with the teachers and whose age of superannuation will be 60 years. However there is no provision for re-employment of such category of staff.

### **5. EMPLOYEE BENEFIT POLICY**

#### **5.1 Employees Provident Fund (EPF)**

- The members of the staff on permanent establishment will be enrolled under EPF scheme and the contribution fixed by the government will be deducted from their pay. The management will also make a matching contribution.
- KSRCE is committed to comply with statutory provisions of Employees Provident Fund Deduction and this will be made from the salary of employees as per the provisions of EPF act and will be deposited to the designated provident fund accounts along with the contribution of the organization as per the provisions of the said Act.

- Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

## **5.2 Accident Insurance Scheme**

- All the staff members and the students of our institute are covered by this insurance scheme. The premium is paid by the institute. In case of accident, the amount up to Rs 1,00,000 can be claimed for Faculty & Staff members' and students' treatment and hospital expenses.
- In case of student's / his father's accidental death, Rs 3,00,000 will be covered from our Group Insurance to provide Economical support to the family. In case of Faculty / Staff members' accidental death Rs 5,00,000 will be covered from our Group Insurance to provide Economical support to his / her Family.

## **5.3 Pay Advance**

- KSRCE discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval of the Chairman on the recommendations of Principal.
- Interest-free advance Rs.50000/- for Teaching Staff and Rs.20000/- for Non-Teaching staff will be sanctioned to the permanent employees at the discretion of the management. The individual will be allowed to repay the advance within 12 monthly installments.
- The individual shall not be granted a second advance when there is a balance amount pending against the previous advance. In an academic year, only one application requesting advance shall be entertained from a staff member.

## **5.4 Quality Improvement Programme (QIP)**

- Faculty and staff members are supported to attend courses, workshops, seminars, conferences and undergo higher education.

## **5.5 Incentives and Awards**

- Incentives are offered to faculty members who excel in academics.
- Performance appraisal for faculty is carried out at the end of academic year and a filled in format has been obtained from each faculty comprising the details about results produced, students feedback, guiding projects, their contribution to the



department and college, publication of papers in Journals, presenting papers in Conferences, attending FDPs / STTP / Workshops / R&D projects received, etc.

- Based on their performance in that academic year, they are suitably rewarded and honored.
- Incentives are given based on Institutional Norms.
- Sabbatical: As Per Institution norms.
- Research & Innovation Promotion Policy : As Per Institution norms.

## **6. EMPLOYEE LEAVE BENEFITS AND RULES**

- The leave rules for faculty and staff are circulated for information of all concerned.
- The members of faculty and staff are informed to strictly adhere to these rules.

### **6.1 Casual Leave (CL)**

- Each faculty member shall avail 1 CL per month subject to a maximum of 12 CL per academic year. In case of emergency, they can opt for 3 days of CL continuously.
- The members of faculty and staff who have less than 1 year of service are allowed to avail a maximum of 1 CL per month, but not exceeding 6 days per semester.
- Holidays interposed between CLs will be taken as CL.
- No. of CLs and general holidays or ODs for exam duty or ODs for other academic related work either prefixed or suffixed should not exceed 7 days.
- If it exceeds 7 days all the general holidays or ODs will be considered as CL.

### **6.2 Phone Casual Leave (PCL)**

- The number of phone casual Leave, in case of genuine reasons or emergency, per semester is 2 out of 12 Casual Leaves (4 per year).
- PCL more than 2 per semester will be considered as loss of pay.

### **6.3 Medical Leave**

- The number of medical leave, in case of any medical treatment, per year is 8 days.

### **6.4 Maternity Leave (MAL)**

- As per the latest amendment in the maternity benefit act 1961, every female employee is eligible to get maternity leaves of 6 months.
- Every female employee will get 26 weeks of maternity leave for the first two children, after that it will be 12 weeks.

- Female employees can avail 8 weeks maternity leave before the expected delivery date and remaining 18 weeks maternity leave will be given after delivery date.
- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.
- A female employee shall be eligible for 6 months Maternity Leave with half pay in case of delivery.
- A female employee who has been on maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave. In case of any violation of bond, she has to repay the salary received during the maternity leave.

#### **6.5 Paternity Leave (PL)**

- All eligible male faculty and staff members of KSRCE will be entitled to continuous one week of paid paternity leave. This provision is applicable for up to two children.

#### **6.6 Compensatory Leave (CCL)**

- Faculty members are eligible to avail CCL in lieu of working for the institute / management on Sundays / general holidays.
- This leave must be used within 3 months of the date of work. Fractional CCL will not be granted. Remunerative work is excluded from this provision.

#### **6.7 Late attendance**

- Number of Late Attendance (LR) per month is 2. (Maximum of ½ an hour)
- LR exceeding 2 per month will be considered as permission. If permissions are already availed it will be considered as ½ a day CL. If CL is already availed it will be treated as loss of pay

#### **6.8 Permission**

- The faculty members shall avail a permission for 1 hour twice a month to attend any urgent work at the start or in the end of a working day without affecting their academic work.

### **6.9 Exam On Duty (EOD)**

- Attending works related to Anna University, Chennai, is obligatory on the part of faculty members.
- Acting as Anna University Representative, Flying Squad Chairman / Member or External Invigilator for conduct of Anna University Examinations.
- Acting Chairman / Member of Board of Studies / Syllabus Committee / Question Paper passing board / Result passing board of parent Universities.
- Hall Superintendent / University Representative Duty for Anna University Examinations: Max. 10 days per Semester – eligible faculty member(s) shall be permitted as per the order received from the Zonal office.
- External examiner duty for Anna University Examinations – eligible faculty members shall be permitted as per the order received from the Zonal office.
- Central Evaluation Duty for Anna University Examinations – approved Evaluators shall be permitted as per the order received from the Zonal office.

### **6.10 Other On Duty Related to Academic Work (OOD)**

The number of Other On Duty per semester is 5 days. The OOD may be availed for the academic related works.

- Paper presentation/ Attending National Conference / Seminars / Symposium / Workshop / Opening Exhibitions / Invited as Chief Guest / Key note Speaker / Resource Person to other colleges.
- Invited to other Colleges / Organizations for honoring a faculty member for his/her achievements.
- Attending Conventions / Meeting etc., of professional bodies like ISTE, IEEE, CSI, IEI etc.
- Attending Doctoral Committee meetings and writing course work examinations for Ph. D. pursuing research scholars.
- Writing University Examinations for B.E / M.E pursuing Staff Members.
- Acting as Chairman / Member of Syllabus Framing / Question Paper / Result passing boards / Members of doctoral committee of others Universities / Autonomous Institutions.

### 6.11 Special On Duty (SOD)

- Attending sponsored programmes like FDP / SDP / Summer / Winter School etc., (conducted for more than 2 days) organized by Government / Renowned Institutions.
- Organizing Function / Seminar / Symposium / National Conferences / Exhibition etc. by our faculty and Faculty members who are deputed by HoDs.
- Accompanying Students for industrial visits / Placements / Competitions.

**Note: Granting OOD / SOD solely at the discretion of the Principal considering the overall works of the institution and depending upon the situations prevailing at that time in the best interest of the college.**

### 6.12 Vacation Leave (VL)

#### 6.12.1 Winter Vacation

- ❖ Faculty members who have completed 1 year of experience in our institution and who undertake to continue in service for the next academic year are eligible for VL of about 1 week.
- ❖ In case of any emergency vacation leave can be availed prior without affecting regular academic works.
- ❖ Un-used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Principal.
- ❖ For the purpose of calculating number of days of vacation leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.
- ❖ A faculty/ staff will not be eligible for CL, a day before or after the Vacation Leave.

#### 6.12.2 Summer Vacation

- Faculty members who have completed 1 year of experience in our institution and who undertake to continue in service for the next academic year are eligible for VL of about 3 weeks.
- Faculty members who have less than 1 year of experience in our institution are eligible for VL of about 2 days per month of service during summer.

- Non-teaching staff members who have completed 1 year of experience in our institution are eligible for VL of 2 weeks.
- Non-teaching staff members who have less than 1 year of experience in our institution are eligible for VL of about 1day per month of service.

### **6.13. Gratuity: As Per Institutional Norms**

## **7. Administrative Procedures**

### **7.1 Personnel Records**

The basic information of staff will be collected and maintained by PA to Head of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for a position in the institution; call letter; appointment order; the photo copies of the certificates in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution and received from other relevant organizations.

### **7.2 Working days and timings**

- The College Functions from Monday to Saturday every week except 2nd & 4th Saturday.
- The College working hours is from 9.00 AM to 4.00 PM for Faculty and Staff members.
- The Class timings are between 9.00 AM and 12.35 PM in the FN session. The Lunch break is from 12.35 PM to 1.30 PM. AN session is between 1.30 PM and 4.00 PM.

### **7.3 Maintenance of Attendance**

- Biometric attendance system is followed for both Faculty and Staff members. Entry time in the morning is before 9.00 AM and Exit time is after 4.15 PM.
- All Faculty and Staff members should be available in the institute during the working hours. If there is any unavoidable reason, one has to submit permission form to the HOD / Principal before leaving the work place.

## **8. STANDARDS OF CONDUCT OF COLLEGE TEACHERS**

- Standards of Conduct of College teachers (Under sub section (2) of section 18 of the Tami Nadu Private Colleges Regulation Act 1976.)
- Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time.
- Every teacher shall, at all times, maintain absolute integrity and devotion to duty. He /She shall be strictly honest and impartial in his / her Official dealings.
- Every teacher shall be present at the place of his / her duty during the prescribed working hours. No teachers shall be absent from duty without prior permission or grant of leave except for valid reasons or unforeseen contingencies.
- Every teacher of the college may be called upon to perform such duties as may be assigned to him/her beyond the prescribed working hours and announced holidays including Sunday without claim for additional remuneration.
- No teacher shall leave his / her department except with the prior permission of proper authority even during leave or vacation.
- Whenever leaving station, a teacher shall inform the Principal the address along with phone number where he / she would be available during the period of his / her absence from station.
- Every teacher shall devote himself/herself diligently to his / her work and utilize his/her time to the service of the college and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
- Every teacher shall engage classes regularly and punctually and impart lessons so as to maintain and strengthen standard of academic excellence. His / her academic duties shall include guidance and instruction to students in the form of Tutorial / Seminars / Practicals and assessment / Examination / Evaluation work assigned to him/her by the college authorities.

- Every teacher shall participate fully and enthusiastically in the corporate life of the college and shall perform any other curricular or extra - curricular work related to the college as may be assigned to him/her by the college authorities.
- No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He/she shall also discourage such tendencies among his/her collegeaues and students.
- Every teacher shall help the college authorities in enforcing and maintaining discipline among students
- No teacher shall incite students against other students, teacher or college authorities. This does not interfere with the right of a teacher to express his / her opinion on principles in seminars or other places where students are present.
- Every teacher shall assess impartially the performance of students in Tests, Examination, Assignments, Practicals, Dissertations, Theses etc, He / She should not indulge in over making, under-making or other attempts at victimization on any ground.
- No teacher shall resort to unauthorized use of college resources or facilities for personal, commercial, political or other purposes not related to the college.
- No teacher shall resort to threats of physical harm, forcible detention, harassment or intimidation of any staff or student of the college with the intention of interfering with the performance of his/her duties.
- No teacher shall refuse to carry out the decision of the appropriate administrative or academic bodies of the college.
- No teacher shall violate the canons of intellectual honesty such as misappropriation of the writings and research finding of others.
- No teacher shall take active part in political activities so as to cause interference in the discharge of his/her duties nor shall be in any manner associate himself/herself with any movement or organization , which is or tends directly or indirectly to be subversive of law and order or the interest of higher education.
- No teacher shall in any radio broadcast or in any document publish anonymously or in his/her own name or in the name of any other person or in

any communication to the press, make any statement or public utterance or express an opinion.

- Which is in the nature of character assassination reflection on the personal life of his / her superiors
  - Which is in the nature of criticism of individual as distinct from policy decision provided that nothing in this rule shall apply to any statement made or view expressed by a teacher in his / her official capacity or in the due performance of the duties assigned to him/her on academic matters
- No teacher shall expect in accordance with any general or special orders of the college or in the performance in good faith or duties assigned to him/her divulge or communicate directly or indirectly any official documents or other confidential information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such document or information.
- No teacher shall expect with the previous permission of the college / university authorities, engage himself directly or indirectly in any business or private tuition or accept any other employment.
- No teacher shall expect with previous sanction of the college accept or permit his wife / her husband or any other member of his/her family to accept from any person any gift or more than trifling value. The interpretation of the term “trifling value” shall be the same as laid down in the Government servants conduct Rules.
- No teacher shall speculate in any business nor shall make or permit his wife / her husband or any members of his /her family to make any investment likely to embarrass or influence him / her in the discharge his / her official duties.
- No teacher shall lend money at interest to any person nor shall borrow money from any person with whom he /she is likely to have official transactions beyond the financial ceilings.
- A teacher shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When a teacher is found liable to arrest from debt or



has recourse to insolvency or when it is found that a moiety of his / her salary is continuously being attached, he /she may be liable for disciplinary action, which may lend to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.

- A teacher who gets involved in some criminal proceedings shall immediately inform the college authorities irrespective of the fact whether he / she has been released on bail or not.

*p. m. s. on*

**PRINCIPAL,**  
**K.S.R. COLLEGE OF ENGINEERING**  
K.S.R. Kalvi Nagar,  
TIRUCHENGODE - 637 215,  
NAMAKKAL Dt. TAMIL NADU.