



# **Chapter –I**

# **Introduction**

## **CHAPTER –I**

### **INTRODUCTION**

- 0.1. “The College” means KAMARAJ College of Engineering and Technology, Virudhunagar.
- 0.2. “Premises” means the entire premises of the office of KAMARAJ College of Engineering and Technology, which includes departments, labs, classrooms, sections and other places both inside and outside, residential quarters, hostel buildings, canteen and such other areas and precincts attached to the office of the KAMARAJ College of Engineering and Technology.
- 0.3. “Board of Management”(BOM) is the Principal organ of the Management of KAMARAJ College of Engineering and Technology, and constituted as per Memorandum and Articles of Association of KAMARAJ College of Engineering and Technology Managing board as per the provisions of UGC / AICTE regulations and gives the approval for all academic and administrative matters.
- 0.4. Chairman” means the Secretary of the Board of Management (BOM) of KAMARAJ College of Engineering and Technology, by virtue of the office held by him / her.
- 0.5. “Management” means Office Bearers of the Board of the college constituted by the BOM and the Principal who have the authority to enforce the rules and regulations in the college.
- 0.6. “Employer” is the Chairman of KAMARAJ College of Engineering and Technology.
- 0.7. “Governing Council” means the governing body of the College constituted as per AICTE norms and shall have at least eleven members including the Chairman and the member secretary. The Registered Trust shall nominate six members including the Chairman and the member secretary. Two to five members

(Industrialist / Technologist / Educationist) shall be nominated by Registered Trust. Apart from the above eleven, a Nominee of the affiliating University, a Nominee of the State government (Ex-Officio) and two faculty members of the college out of which one at the level of Professor and other at the level of Assistant Professor. The number of members can be increased equally by adding nominees of the Registered Trust and by adding equal number of Educationists from the Region. However, the total number of members of the Governing body shall not exceed 21. Special invitees can be invited to participate as member (Educationist / Technologist) in the Governing Council meetings

- 0.8. “Principal” of the college is the member secretary in governing council and all other committees.
- 0.9. Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.
- 0.10. “Appointing Authority, Disciplinary Authority, and Competent Authority”, under these rules means Chairman / Principal or any authority empowered and vested with powers by the “Management” to be of service to the College.
- 0.11. This Human Resources Manual is subject to revision by the “Office Bearers” with suitable amendments from time to time



# **Chapter –II**

**Teaching and Administrative Staff  
RECRUITMENT AND SELECTION  
POLICY**

## CHAPTER –II

### TEACHING and ADMINISTRATIVE STAFF

#### 2.1 Classification of Employees

An “Employee” shall be classified as:

- a. Permanent
- b. Probationer
- c. Temporary
- d. Part Time
- e. Visiting
- f. On-Contract
- g. Casual
- h. Substitute

“Permanent” employee means one who has completed the specified period of probation or the extended period of probation, satisfactory, and been given the confirmation in writing by the Appointing Authority.

“Probationer” employee means one who is appointed on probation but not given the confirmation in writing by the Appointing Authority.

“Temporary” employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.

“Part time” faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his/her appointment order.

“Visiting” faculty means an employee engaged for teaching / research work for a certain period mentioned in his appointment order for a specific number of days in a week / month / semester but not less than 50 hours of work in one year.

“On-Contract” employee means a person appointed on contractual employment for a specified period.

“Casual” employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.

“Substitute” employee is one who is engaged in the place of a permanent employee who is temporarily on leave.

## **2.2 Selection and Appointment**

Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. Vacancy position/Posts required for each of the departments concerned will be approved by the Chairman based on the recommendations given by the HOD and Principal as per the needs of the departments satisfying the norms of affiliating University / AICTE / UGC.

2.2.1. Recruitment of employees shall be made from one or more of the following sources:

- a. Direct recruitment from outside through open advertisement in the press / College Website prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
- b. Promotion of existing employees from the lower cadres as per promotion policy.
- c. From any other source as determined by the Appointing Authority.

## **2.3 Minimum Qualification for each Teaching post**

### **2.3.1 Assistant Professor (A.P –I)**

<b>Qualification</b>	<b>Experience</b>
First Class Master Degree in Engineering / Technology First Class M.Sc. / M.A. with M.Phil. or Ph. D. or SET or NET (S & H)	Fresh Appointment

### **2.3.2 Assistant Professor (Senior Scale) (A.P –II)**

<b>Qualification</b>	<b>Experience</b>
First Class Master Degree in Engineering / Technology	5 years as Asst. Professor or equivalent
First Class M.Sc. / M.A. with M.Phil. or Ph. D. or SET or NET (S & H)	5 years as Asst. Professor or equivalent

### **2.3.3 Assistant Professor (Selection Grade) (A.P –III)**

<b>Qualification</b>	<b>Experience</b>
First Class Master Degree in Engineering / Technology	9 Years, out of which 5 years in the Assistant Professor cadre and 4 years in the Assistant Professor (Senior Scale) cadre or equivalent
First Class M.Sc. / M.A. with M.Phil. or Ph. D. or NET or SET (for S&H)	9 years, out of which 5 years as Assistant Professor and 4 years as Asst. Professor (Senior Scale) position or equivalent

### 2.3.4 Associate Professor

Qualification	Experience
<p>First Class Master Degree in Engineering / Technology, M.Sc. / M.A. with Ph. D. (S &amp; H)</p>	<p>a) <b>Engineering and Technology:</b> A total of 12 years previous experience as Assistant Professor (with M.E. / M. Tech. Teaching / Research / Industry) out of which 3 years post Ph. D. experience</p> <p>b) <b>Science and Humanities:</b> A total of 12 years previous experience as Assistant Professor (with M.A. / M.Sc.) out of which 3 years post Ph. D. experience</p> <p>c) <b>Direct Appointment:</b> 8 years of Teaching / Research / Industry experience out of which 2 years post Ph. D. experience.</p> <p><b>Note :</b></p> <p>Faculties who have completed the Ph.D. but have no publication in international SCI journal with impact factor (Thomson Reuter) are not eligible for promotion to Associate Professorship. However, English Department faculty publication in refereed International Journal is sufficient.</p>



### 2.3.5 Professor

Qualification	Experience
Ph.D. degree with First class Bachelor's and Master's Degree in Engineering/ Technology / S & H	<p><b>a) Direct Appointment:</b> 10 years of teaching / research / industry experience out of which 7 years post Ph.D. in which 3 years as Associate Professor.</p> <p><b>b) Promotion:</b> 12 years of Assistant Professor + 3 years as Associate Professor.</p>

### 2.4 Counting of past experience for Appointment / Promotion

Continuous experience of more than one year and above alone will be considered for counting as past experience.

Experience	Counted as
Experience after qualifying as M.E. / M.Tech. or M.A. / M.Sc. M.Phil.	<p><b>PG Level</b></p> <ul style="list-style-type: none"> <li>• Industrial Experience – Full experience</li> <li>• Universities – Full experience</li> <li>• Engineering Colleges – Full experience</li> <li>• Polytechnic College – Half of the actual Experience</li> <li>• Arts Colleges – Half of the actual experience</li> <li>• Full time Research Associate / Post-Doctoral Fellow – Full Experience</li> <li>• Previous Teaching experience (before Ph.D.) will be counted in full.</li> <li>• Army Experience –25% of Actual experience under non relevant area; 100% of Actual experience in relevant area</li> </ul>

Experience after Qualifying as B.E. / B.Tech./ M.A./ M.Sc.	<p><b>UG Level</b></p> <ul style="list-style-type: none"> <li>• Industrial Experience - Half of the actual experience</li> <li>• Engineering Colleges - Half of the actual experience</li> <li>• Polytechnic College - Half of the actual experience</li> <li>• Arts Colleges - Half of the actual experience</li> <li>• School experience will not be considered.</li> </ul>
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**Note :**

While calculating the total past experience for salary fixation, a total of 6 months and above will be treated as one year while a period less than 6 months is not taken into account.

**2.5 Selection of Teaching and Non-Teaching Employees**

**2.5.1 Mode of Selection of Regular Faculty**

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are to be followed.

- i. At the end of each semester, the HODs review the staff position in their departments and prepare a manpower requirement list.
- ii. The manpower requirement list is presented to the Principal and The Principal discusses the requirement in the HOD's meeting and finalize the list.
- iii. The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements can be released in the leading newspapers / College website
- iv. The applications received (should contain photocopy of mark sheets from X<sup>th</sup> std onwards) are duly scrutinized by the respective Department HOD's that candidates should have 70% marks or 7CGPA in UG & PG and 60% marks in HSE, and also they should not have any history of arrears to the

qualifying examination shall only be short listed. In extra ordinary situation, if the candidate is found to be efficient and also non availability of suitable candidates in certain branches, special permission may be given by the Management to such candidate in consultation with Chairman / Selection Committee / HoD / Principal.

- v. Letter of intimation are sent to the Staff Selection committee members for attending the Selection Process by the Principal
- vi. Short listed applicants are intimated to attend a written test, 15 minutes of classroom teaching demonstration and screening by interview on a specified date and time.
- vii. The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time.
- viii. The Selection Committee finalizes the selection of candidates based on written test, teaching demonstration, interview performance and the matter is intimated to the Board of Management for further action.
- ix. The selected candidates will be given the provisional offer of appointment by the Principal.
- x. The selected candidates are required to fill in the Joining Report which is signed by the Administrative Office, their respective HOD and the Principal in the prescribed format along with the following enclosures:
  - a) Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.
  - b) Relieving letter from the previous employer, if any
  - c) Evidence of date of Birth / Proof of age

- d) One set of copies of the certificate duly self-attested of SSLC / HSC / Diploma UG / PG / M.Phil. / Ph.D. / English Training Course Certificate/ BEC Vantage Certificate and experience certificates and Originals for verification
- e) Three copies of the candidate's color photograph.
- f) Copy of PAN Card and Aadhaar Card
- g) Any other documents specified by the Management

### **2.5.2 Evidence of date of Birth/Proof of Age:**

Every employee at the time of reporting to duty should give a certificate/declaration of the date of birth supported by any one of the following:

- (a) Certified extract from Register of Birth and Deaths
- (b) Secondary School Leaving Certificate
- (c) Matriculation Certificate
- (d) Any other document acceptable to the Management.

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of employee for all purposes including appointment and retirement.

**Note:** The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Resource available". As and when required and depending on emergency/exigency situations, adhoc appointments can be made on contract basis for specified periods.

### **2.5.2 Composition of Selection Committee:**

- a. Every regular recruitment Selection Committee Shall consist of the following members: For appointment of Professors / Associate Professor / Assistant Professor
  - i. Chairman or his / her Nominee

- ii. The Principal or his / her Nominee
  - iii. External two subject experts (Professor / Assoc. Prof Level)
  - iv. HOD –Concerned
- b. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary with the prior approval of the Chairman.
  - c. Four members for the Selection Committee shall form the quorum, consisting of at least one nominee of the Chairman and two experts.
  - d. If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

### **2.5.3 Mode of Selection of Technical /Non- Teaching/Administrative staff**

All positions are advertised in the press / College website. After Scrutiny of the applications received, the eligible candidates are shortlisted and intimated to appear for a personal interview.

The selection Committee consists of the following

1. Chairman or his / her Nominee
2. The Principal
3. A Senior Teaching staff member nominated by Principal
4. The Concerned Head of the Department

### **2.6 Scale of Pay**

A teaching faculty member is appointed to a position at the College, provided the position is in accordance with the existing UGC / AICTE / Affiliating University norms. This does not include the staff appointed on deputation / adhoc / on-contract / temporary basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time. Currently the following are the scales,

<b>Category</b>	<b>PAY SCALE</b>
Assistant Professor –I	<b>15,600 –39,100</b> (AGP of Rs.6,000/-)
Assistant Professor –II (Senior Scale)	<b>15,600 –39,100</b> (AGP of Rs.7,000/-)
Assistant Professor –III (Selection Grade)	<b>15,600 –39,100</b> (AGP of Rs.8,000/-)
Associate Professor	<b>37,400 – 67,000</b> (AGP of Rs.9,000/-)
Professor	<b>37,400 – 67,000</b> (AGP of Rs.10,000/-)
Direct Professor	<b>43,000 –67,000</b> (AGP of Rs. 10,000 /-)

#### **Librarian**

<b>Qualification</b>	<b>Salary</b>
M.L.I.Sc. with M.Phil or Ph.D. or SET / NET	15,600 –39,100 AGP of Rs. 6000 /-

#### **Physical Education Director**

<b>Qualification</b>	<b>Salary</b>
M.P.E.S., M.Phil. or Ph. D. or SET / NET	15,600 –39,100 AGP of Rs. 6000/-

#### **Note:**

- a. Three increments will be given at the entry level of Assistant Professor for candidates with Ph. D. For the existing faculty members two increment will be given at the Assistant Professor level as and when they complete Ph. D. during their service.
- b. For all the above teaching categories, Management approved DA is applicable after the Grade Pay.

- c. Faculty who are submitting their highest degree / provisional certificate (Ph.D.) will become eligible for the appropriate salary to the post specified with effect from the date of submission of their qualifying certificate.
- d. In order to encourage and appreciation of responsibilities, the HoDs and coordinator of first year will be given a special allowance fixed by the Management from time to time.
- e. The existing faculty members will be placed in the above pay band from 01.07.2019, taking into consideration the gross salary received in the month of May 2019 in the previous scale, without any loss for the faculty member as well the college by suitably fixing their basic pay and treating other amount as special pay.
- f. Annual increment of 3% of Basic + Grade Pay will be given for the post of Assistant Professor, Associate Professor and Professor respectively.

### **2.7 Teaching Research Associates (TRA)**

TRA is being implemented in Kamaraj College of Engineering and Technology to promote research environment in all the Departments and to carry outcome based research useful to industries and society. The qualifications for TRA are given below.

<b>Qualification</b>	<b>Salary</b>
M.A. / M.Sc. with or without M.Phil	Consolidated Rs.12,000/- + Rs.750/- increment every year
M.E. / M.Tech.	

#### **2.7.1 Selection Procedure**

Every year advertisement will be given. Selection will be based on entrance test followed by interview. An entrance test of 2 h duration will be conducted and it will consist of 100 multiple choice questions. Each right answer carries one mark while for wrong answers ¼negative marks will be awarded. Candidates scored more than 50 marks will be short listed for the interview. A selection committee consisting of the

Academic Dean, Head of the Department and two senior faculty members will select the candidate based on their performance in the test, interview, teaching ability and research aptitude. The recommendation of the committee has to be approved by the Principal and Chairman. The Principal will issue the appointment orders.

### **2.7.2 Tenure and Fellowship**

Each TRA will be paid a fellowship amount of Rs. 12,000/- pm. Fellowship is for two years and extendable by one year based on their research performance and research publication in SCI journals. Research progress reports have to be submitted two times in a year one in 31st December and the other in 30th June for evaluation. Failure of submission of Research Report as well the poor performers' fellowships will be terminated.

### **2.7.3 Duties of TRAs**

TRAs shall carry out research in the advanced topics which have applications to the industry and society.

TRA shall publish research articles in SCI journals with high impact factors as approved by Web of Science and Thomson & Reuter.

TRA shall handle theory/practical classes of the concerned Department.

HoD will allot the classes not exceeding eight hours per week for each TRA in the faculty meeting.

### **2.7.4 Number of TRAs**

Two TRAs will be allotted each year, for each recognized research department with the strength of 10 or more faculty members while one TRA will be given for less than 10 faculty members.



### **2.7.5 Evaluation Procedure**

The research progress of TRAs will be assessed at the end of first year by a three member committee consisting of a senior researcher of the department nominated by the principal, supervisor and HoD. Based on their recommendation, TRA fellowship amount will be given for the second year. At the end of two years, an expert committee consisting of an external subject expert, principal, a senior researcher of the department, HoD and supervisor will interview the researcher. The committee will analyze the performance of TRA based on his/her publication in SCI journals, research progress and the performance in the interview and recommend for the third year extension, if found suitable.

### **2.8 Language Trainer / Placement coordinator**

<b>Qualification</b>	<b>Salary</b>
M.A. English Literature / M.E. with good Articulation	Consolidated Rs.20,000/- Rs.1,000/- Increment every year
B.E. / B.Tech. / M.A. / M.Sc. with good Articulation	Consolidated Rs.15,000/- + Rs.1,000/- increment every year
B.E. / B.Tech. / M.A. / M.Sc. with good Articulation and with BEC Vantage	Consolidated Rs.18,000/- + Rs.1,000/- increment every year

### **2.9 Aptitude Trainer / Conceptual Learning Trainer**

<b>Qualification</b>	<b>Salary</b>
B.E. / B.Tech. / M.Sc.	Consolidated Rs.15,000/- + Rs.1,000/- Increment every year
M. E. / M. Tech.	20,000 /- + Rs. 1000/- Increment every year

## **2.10 Special Allowance**

Special allowance at the time of entry at Assistant Professor for University Rank Holders will be considered as mentioned below:

For Engineering and Technology and S&H Under Graduate University Rank (Affiliating Type University)	For Engineering and Technology and S & H Post Graduate University Rank (Affiliating Type University)
Rs.2,000/- per month	Rs.1,000/- per month
For Engineering and Technology and S & H Under Graduate University Rank Unitary Type University	For Engineering and Technology and S & H Post Graduate University Rank (Unitary Type University)
Rs.1,000/- per month	Rs.500/- per month

## **2.11 Teaching DA Schedule**

Assistant Prof. / Associate Professor / Professor: DA schedule will be as per the college norms. However it will be fixed on 1<sup>st</sup> July of every year.

## **2.12 REVISED NON –TEACHING STAFF SALARY NORMS w.e.f. 01.04.2019**

The scale of pay for Administrative / Non –teaching Staff are given below. Pay of Non-Teaching staff shall be fixed by the Selection Committee in the following scales of pay.

### 2.12.1 Office Manager

Basic pay	-	33,600/-
Annual Increment	-	400 /-

### 2.12.2 Accounts Clerk cum Canteen Supervisor

Basic pay	-	14,200 /-
Annual Increment	-	225/-

2.12.3 Accounts Clerk cum Mess Supervisor

Basic pay	-	12,700 /-
Annual Increment	-	225/-

2.12.4 Senior Clerk (Office) (On completion of 7 years of service in KCET Administrative Office)

Basic pay	-	11,800 /-
Annual Increment	-	225 /-

2.12.5 *CLERK* - All UG & PG Degree holders / Clerk with Diploma / Residential Hostel Clerk / Residential Hostel Assistant / Typist / Computer Lab Technician / Lab Assistant / Tuck shop Cashier / Assistant Librarian / Residential Canteen Clerk

Basic pay	-	8,800/-
Annual Increment	-	225 /-

2.12.6 Clerk with ITI / Diploma Holders / Nursing / A/c Mechanic

Basic pay	-	8,100/-
Annual Increment	-	200 /-

2.12.7 Senior Assistant/Technician (Office)  
(On Completion of 4 Years 6 Months of Service in KCET Administrative Office)

Basic pay	-	8,000 /-
Annual Increment	-	200 /-

2.12.8 Binder/ ITI / Technician / Clerk with Certificate Courses / Hostel Technician/Skilled Assistant

Basic pay	-	7,500/-
Annual Increment	-	200 /-

2.12.9 Instructor with Diploma / UG (or) PG Degree / Accountant

Basic pay	-	9,400/-
Annual Increment	-	250 /-

2.12.10 Instructor with ITI

Basic pay	-	8,300/-
Annual Increment	-	250 /-

2.12.11 Electrical Supervisor Diploma with 'C' Certificate

Basic pay	-	9,300/-
Annual Increment	-	225 /-

2.12.12 Lady Attender (Upto +2 Qualification)

Basic Pay	-	6,000/-
Annual Increment	-	150 /-

2.12.13 Assistant / Bus Mechanic (Upto + 2 Qualification)

Basic pay	-	6,900/-
Annual Increment*	-	200 /- (*No Increment for first Three Yrs)

2.12.14 Drivers

Basic pay	-	6,500/- + Bata
Tractor / Load Van Driver		Bata Rs.150/- per day

2.12.15 Non-Teaching Staffs Consolidated Salary (Without DA Scheme) Category

<b>Watchman</b> (Allampatti VHND Property)	Salary	-	7,200/-
<b>Watchman</b> (Madurai Road VHND Property)	Salary	-	6,000/-
<b>Gardener (Grade I)</b>	Salary	-	9,000/-
<b>Gardener (Grade II)</b>	Salary	-	7,200/-

**2.13 DA for Non-Teaching Staff**

KCET Service From 2 <sup>nd</sup> Year onwards	20 %
KCET Service From 3 <sup>rd</sup> Year onwards	24 %
KCET Service From 4 <sup>th</sup> Year onwards	28 %
KCET Service From 5 <sup>th</sup> Year onwards	32 %
KCET Service From 6 <sup>th</sup> Year onwards	36 %
KCET Service From 7 <sup>th</sup> Year onwards	40 %
KCET Service From 8 <sup>th</sup> Year onwards	44 %
KCET Service From 9 <sup>th</sup> Year onwards	48 %
KCET Service From 10 <sup>th</sup> Year onwards	52 %
KCET Service From 11 <sup>th</sup> Year onwards	56 %

2.13.1 Non-teaching staff (except consolidated salary class) will be eligible for annual increment from fourth year of service

- 2.13.2 While appointing special posts like System Administrator, Site Electrical Supervisor, Prototype coordinator etc., salary may be fixed based on the availability of candidates. Salary will be recommended by the selection committee.
- 2.13.3 It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.
- 2.13.4 Every person appointed shall be certified to be of sound mental and physical health for service, by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by a Medical officer of the Hospital approved by the Management. If on such an examination, the employee is found to be suffering from any disease or complaint that is infectious or of an objectionable nature such that is liable to continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his/her services.

## **2.14 Probation**

- 2.14.1 All employees irrespective of their cadre will be on probation for a period of two years when they are recruited for the posts. During the period of probation, the employee will be assessed on their performance.

2.14.2 Deficiencies in the performance will be notified to the employee concerned and he/she will be advised suitably by their respective HODs to correct the same. If, in spite of the advice to improve his / her performance, he / she continue to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.

2.14.3 Recommendation for extension of probation/confirmation of an employee shall be approved by the Chairman and the Principal. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.

2.14.4 The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his/her appointment will be terminated or reverted to the post held prior to the promotion by the Management.

### **2.15 Working Hours**

2.15.1 The working hours for each category are given below:

<b>CATEGORY</b>	<b>FROM</b>	<b>TO</b>	<b>LUNCH BREAK</b>	<b>WEEKLY OFF</b>
Teaching Staff	08.45 a.m.	04.45 p.m.	01.05 p.m. –01.45 p.m.	Second & Fourth Saturday and Sunday
Non-Teaching staff	08.45 a.m.	05.30 p.m.	01.05 p.m. –01.45 p.m.	Second Saturday & Sunday
Administrative Staff	08.45 a.m. to 05.30 p.m.		01.50 p.m. –02.30 p.m.	Sunday
House Keeping Staff	07.00 a.m.	05.00 p.m.	02.00 p.m. –02.30 p.m.	Sunday
Lab Attenders	08.45 a.m.	05.30 p.m.	01.05 p.m. –01.45 p.m.	Second Saturday & Sunday
Admin. Dept. attenders	08.45 a.m. to 06.30 p.m.		01.50 p.m. –02.30 p.m.	Sunday

### 2.15.2 Timings for Finger Print Attendance Marking

<b>Session</b>	<b>Timing</b>
<b>Morning</b>	Before 08.45 am (For Teaching / Non-Teaching Staff)
<b>Evening</b>	After 4.45 p.m. (For Teaching Staff)
	After 05.30 p.m. (For Non-Teaching Staff )

### **2.16. Performance Based Appraisal System (PBAS)**

The Performance Based Appraisal System stipulated by UGC/AICTE is closely followed and each faculty member has to enter their self-appraisal score, which will be verified by the respective HOD and the appraisal committee members.

- 2.16.1 Annual Appraisal Form of every employee is generally filled up at the year end. The Appraisal Form / Confidential Report are a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee in writing and acknowledgement shall be obtained. This report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.
- 2.16.2 Annual appraisal of the teaching faculty is generally filled up for the every calendar year and submitted on or before January 31<sup>st</sup>. The IQAC approved format for PBAS has to be followed.

### **2.16.3 Performance Criteria (Key Result Area) for teaching staff:**

The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments/promotions, as per the Institution norms for the subsequent years.

#### **2.16.3.1 Professor Category**

- a) Supervision of Ph.D. research Scholars
- b) Two papers published ~~for publication~~ in international or National Journal with at least one publication in an indexed SCI journal with impact factor (Thomson Reuter) during the course of one year
- c) To organize one funded National (or) International Conference in two years.
- d) Two papers presented in person in a National (or) International conference with at least one of them being a refereed conference during the course of the assessment year.
- e) One Book publication or Book Chapter publication or Book Edited of reputed International/National Publisher (like Elsevier/ Mac Graw Hill, etc.) over a period of three years.
- f) One externally-funded research/consultancy project, to be obtained over a period of three years
- g) Students Evaluation and result percentage of the class handled should be a minimum of **80%**
- h) To arrange a minimum of one guest lecture/seminar-class for each subject handled in each semester and to organize **one Industrial Visit for students (Individually/Jointly) per year**
- i) Evidence of peer recognition in terms of Invited talks, key note address/prestigious committee membership, etc.,



### **2.16.3.2 Associate Professor Category:**

- (a) Supervising of Ph.D. scholars (For those who are PhD holders).
- (b) Two papers published in International or National Journal with at least one publication in an indexed SCI journal with impact factor (Thomson Reuter). during the course of one year
- (c) To organize one funded National (or) International conference (or) Workshop in three years.
- (d) Two papers presented in person in a National (or) International conference with at least one of them being a refereed conference during the course of the assessment year.
- (e) One Book publication or Book Chapter publication or Book Edited of reputed International/National Publisher (like Elsevier/ Mac Graw Hill, etc.) over a period of three years.
- (f) One funded research / Consultancy project to be obtained over a period of three years.
- (g) Students' Evaluation and Result percentage of the class handled should be a minimum of **80 %**.
- (h) To arrange a minimum of one guest lecture / seminar –class for each subject handled in each semester and to organize one Industrial visit for students (Individually /Jointly) per year.

### **2.16.3.3 Assistant Professor (Selection Grade) category:**

- (a) Supervision of Ph.D. scholars. (For those who are Ph.D. holders).
- (b) One paper published in International or National Journal with at least one publication in an indexed SCI journal with impact factor over a period of two years (Thomson Reuter).
- (c) Two papers presented in person in a National (or) International conference with at least one of them being a refereed conference during the course of the assessment year.
- (d) One externally –funded project to be obtained / applied over a period of three years.

- (e) Students' Evaluation and Result percentage of the class handled should be a minimum of 80%.
- (f) To arrange a minimum of one guest lecture / seminar –class for each subject handled in each semester and to organize one Industrial visit for students individually / jointly per year.

**2.16.3.4 Assistant Professor (Senior Scale) category:**

- (a) One paper published in National / International Journal over a period of the last three years.
- (b) Two papers presented in person in National / International Conferences with at least one of them being conducted in an established University / Professional society / conference / during the course of the assessment year.
- (c) Student's Evaluation and result percentage of the class handled should be minimum of 80%
- (d) To arrange a minimum of one guest lecture/seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually/jointly) per year.

**2.16.3.5 Assistant Professor Category:**

- (a) One Paper published for publication in a National/International Journal over a period of last three years
- (b) One paper presented in person in a National/international Conference during the course of the assessment year.
- (c) Students' evaluation and result percentage of the class handled should be a minimum of 80%.
- (d) To arrange a minimum of one guest lecture/seminar-class for each subject handled in each semester and to organize one Industrial visit for students (Individually/Jointly) per year.

## **2.17 Confirmation**

- 217.1 If the performance is satisfactory, the employee will be confirmed in the service of the institution after completion of the probationary period.
- 2.17.2 In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

## **2.18. Annual Increment**

- 2.18.1 Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the performance appraisal system as well as fulfilling the required norms / criteria of the University. The performance appraisal score will be intimated to the staff concerned so as to be aware of their own strengths and weaknesses and to facilitate improvement in their performance.
- 2.18.2 In case the employee is on a consolidated pay and not on a scale of pay, adhoc lump sum increment may be given after the end of every year at the discretion of the Management, while on probation / confirmation / contract, provided his work and conduct satisfactory.
- 2.18.3 The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.
- 2.18.4 The annual increment will be withheld as a disciplinary measure, if an adverse report is received against the employee and so decided by the Management after necessary enquiry. The period for which the increment should be withheld will be decided by the Management, the competent authority to do so. In all cases, the

employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years / duration. In the case of increment withheld for a particular period without cumulative effect, he / she will be entitled to get the increment immediately after the completion of the particular period e.g., if an employee who is appointed on 01.07.2008 is given punishment withholding the increment for three months and if no clause is added that will have cumulative effect, the increment that is due on 01.07.2009 will be withheld for three months but the next increment which falls due on 01.07.2010 will be given to him with effect from 01.07.2010 itself. The employee, If he so desires, can appeal to the Management for cancellation of the punishment. However, the decision of the Management shall be final.

2.18.5 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.

2.18.6 The increment date will be postponed in proportion to the number of days he is on leave on loss of pay

2.18.7 An increment which accrues on a day other than the first date of a month shall be given on the day when the employee completes one year of service and subsequent increments will be regulated from 1<sup>st</sup> April (Non-Teaching Staff) & from 1<sup>st</sup> July (Teaching Staff) of every year

### **2.19 Non- Teaching Staff Performance Appraisal System**

The performances Criteria for the non-teaching staff are defined in their respective appointment orders. The staff performance will be evaluated by the staff's subordinate, Colleague, Superior (HOD), Administrative Office Department, and the performance. Appraisal Review Committee.

<b>Appraisal based on</b>	<b>100% of value</b>
Subordinate	3%
Colleague	9%
HOD	56%
Administrative Office	16%
Reviewing Committee	16%

## **2.20 Promotion Policy**

2.20.1 Promotions will be regulated as per promotion policy rules. The Management is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.

2.20.2 Availability of posts will be based on the statutory requirements of the UGC/AICTE/Affiliated University Norms. In case where a candidate has to be promoted to a higher position against a vacancy from a lower cadre, special approval has to be obtained from the Chairman of the Governing Council, based on the recommendations of the 5 member committee consisting of Principal, Head of the Department, Two External Subject Experts and the college Chairman or his / her Nominee.

2.20.3 Promotion to a higher level of service shall be made as per UGC / AICTE Norms based on eligibility of staff on the basis/criteria of merit/efficiency/ the commitment/ dedication of the staff to the all-round development/ research projects / research publications / improvement of the corporate ambience of the Institution. However promotion may be given irrespective of vacancy, provided the candidate fulfill all the requirements as per UGC / AICTE Norms and the five member committee recommendations. Wherever the promoted staff retries, the vacancy will arise only in their lowest post.

2.20.4 An employee who is under suspension or against whom disciplinary proceedings have been taken or are about to be taken shall not be promoted until he is unconditionally reinstated or exonerated.

2.20.5 One of the Professor / Associate Professor in the Department shall be appointed based on their merit as Head of the Department for a period of three years on rotation basis by the Principal with the approval of Chairman.

### **2.21. Transfers**

2.21.1 All employees are liable for transfer from one department to another at the sole discretion of the Management.

2.21.2 All employees are liable to being shifted from one discipline/function, department, and section, branch etc., to another provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of as transfer requested by an employee for his personal reasons.

2.21.3 In the event of refusal to accept a transfer/deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his / her service.

2.21.4 The Management may grant special scale or allowance on transfer/deputation depending on the merit of the case.

### **2.22. Incentive for Research / Placement etc.**

2.22.1 Cash incentive for publishing in refereed National/International SCI Journals with impact factor (Thomson Reuters) shall be paid as one-time payment in a particular academic year as given below:

Main Author	Rs.2,000/- per publication
Co-Author(Staff/Student)	Rs.1,000/- per publication

**Note:** All such publications should bear the name of the department and Institution to become eligible for the above incentive.

2.22.2 Patent and IPR arising out the research conducted in the Institution will rest with the Institution. No member of faculty/staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep confidential any information/documents/records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Management of Institution. In the event of any breach of confidentiality, the respective member of the faculty/ staff shall be liable to pay damages for the same as quantified by the management.

2.22.3 **IPR**–Patent awarded: Three increments for that faculty member

**2.22.4 Research Projects:**

For Projects: An incentive of 3% of the fund released in that financial year to the Principal Investigator and 1.5% for all the other Co investigators from the institute overhead charges received from the funding agency will be given.

2.22.5 **Placement of the students in a department:** One time incentive will be given to the department as per following scheme (Placement percentage has to be calculated among the eligible students):

- A. 100% placement –An incentive of Rs. 2.00 lacs for department of single division and 4.00 lacs for the double division
- B. 85 to <100% placement –An incentive of Rs. 1.5 lacs for department of single division and 3.00 lacs for the double division
- C. 70 to <85% placement –An incentive of Rs. 1.0 lac for department of single division and 2.00 lacs for the double division

**2.22.6 Pass percentage produced in theory paper**

100% pass in a particular subject theory paper- Rs.5,000/- as bonus for the staff members who handled that theory paper from the academic year 2019-2020.

### **2.22.7 Attendance**

The faculty member / administrative staff member who have 100% attendance in an academic year will be given Rs. 5000/- as bonus from the academic year 2019-20 onwards.

### **2.23 Consultancy**

Faculty, who are doing the consultancy activities will be paid consultancy charges at the following rates:

With Institution support – 60:40 (i.e. 60% of the Consultancy revenue to the Institution and 40% to the faculty concerned)

Without Institution support –40:60 (i.e. 40% of the Consultancy revenue to the Institution and 60% to the faculty concerned)

### **2.24 Retirement**

2.24.1 Every teaching and Non-teaching staff of the College will retire from service on completing **60 years** of age. However, existing teaching faculty can be re-employed after retirement period up to the age of 70, based on the meritorious service of the staff.

2.24.2 Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the management, may be appointed on contract service on tenure.

2.24.3 In respect of a teaching employee attaining the age of retirement on a particular day, he / she shall continue till the end of month and with the permission of Chairman may be reappointed till the end of academic year.

2.24.4 In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday. The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings as per rule.



## **2.25 Resignation / Termination of Service**

- 2.25.1 If an employee desires to resign, he / she must give notice of his / her resignation in writing to the head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily be allowed to resign from his post during the course of an academic year.
- 2.25.2 A faculty member can give notice of resignation only in the month of March so that the resignation will be processed and the employee will be relieved on 20<sup>th</sup> /30<sup>th</sup> June or subject to the discretion of the Management.
- 2.25.3 A Probationary / conformed teaching employee can request for relief during any period subject to he / she agrees to pay three months Gross salary if agreed by the authorities.
- 2.25.4 The Management reserves the right to accept or reject the resignation with effect from the day deemed fit by the Management, irrespective of the notice-period given by the employee.
- 2.25.5 Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the Relieving order is issued to the employee concerned, he / she shall continue to be in service, unless any other instructions are given in writing by the Management. Resignation once Submitted cannot be withdrawn, after the expiry of the notice period.
- 2.25.6 On receipt of the notice of resignation, the Head of the Institution or the In-charge will advise all concerned to stop the payments, issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In charge is obtained. No service certificates, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.

2.25.7 When the letter of acceptance of resignation is communicated by the Management to the employee concerned, the employee shall settle all his / her dues to the College, hand over documents, cash, equipments and other properties held in his/her custody, vacate the quarters occupied by him / her to obtain the no-dues certificate to that effect. The Management reserves the right to recover all such outstanding amounts to the College from the amounts due to the employee or in any other manner decided by the Management.

2.25.8 The exception to the rule is in case when a female employee resigns on the reason that her marriage is scheduled.

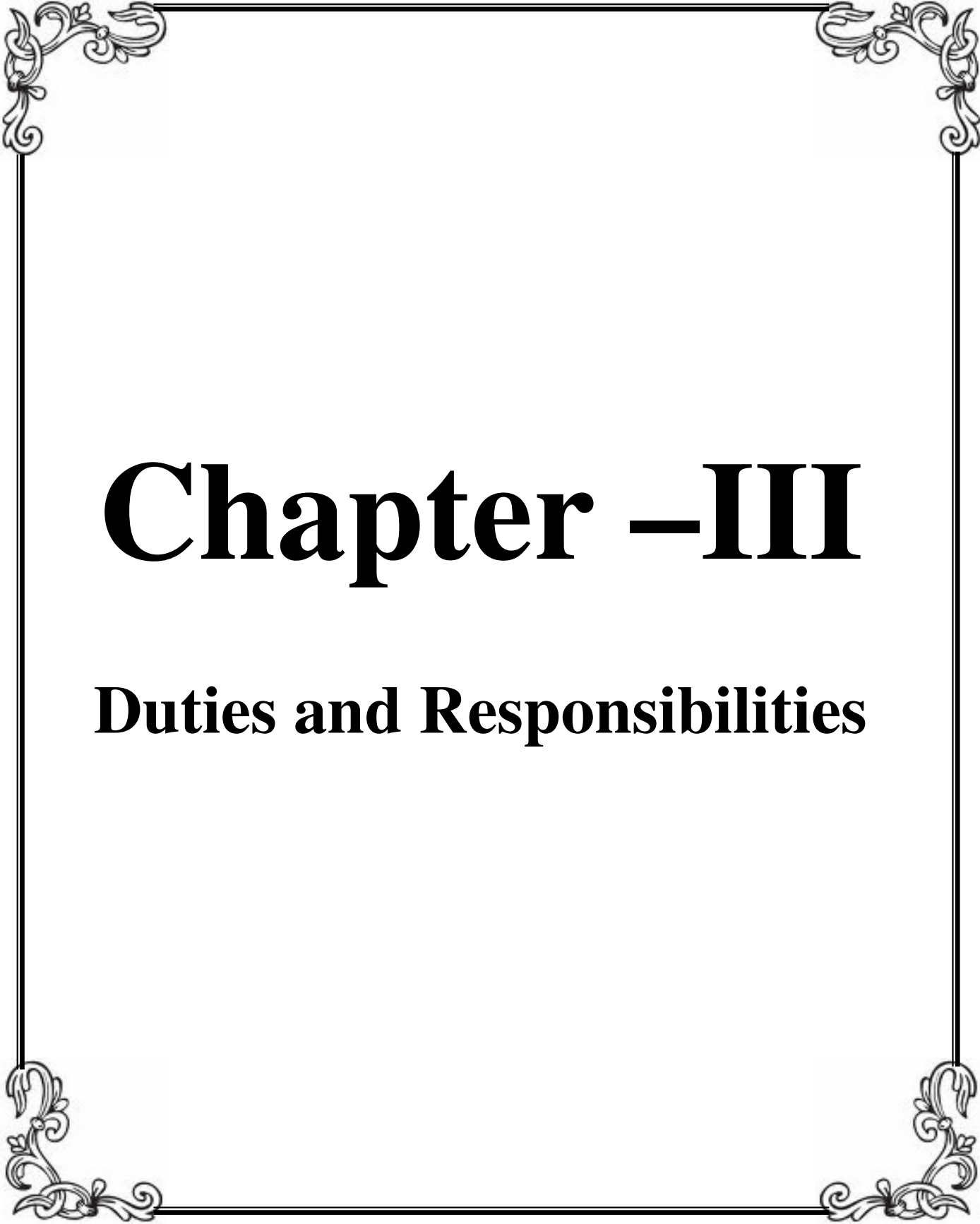
2.25.9 After all the formalities are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

## **2.26 Abandonment of Service**

If an employee remains absent for more than 7 consecutive working days without prior sanction of leave he / she shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he / she is also liable for disciplinary action as per rules, at the discretion of the Management.

## **2.27 Termination of service**

No notice or salary will be required to be given in case his / her service is terminated for any misconduct / indiscipline / negligence in service. However, Management has the authority to relieve any faculty for any other reason mentioned above without notice but with 3 months' salary cheque.



# **Chapter –III**

## **Duties and Responsibilities**

## **CHAPTER –III**

### **DUTIES and RESPONSIBILITES**

The following are the duties and responsibilities of the various members of the Management, faculty and administrative staff members of the Kamaraj College of Engineering and Technology, Virudhunagar. They run conjointly with the Act and the Statutes of the College. These sections shall not run contradictory to the Act & Statutes of the College

#### **3.1. Duties and Responsibilities of the Chairman / Secretary:**

The following are the duties and responsibilities of the Secretary the college.

- 1.1.1. The Secretary shall function to develop the College in all aspects of technical, research, teaching & extension activities.
- 1.1.2. The Secretary shall advise the Principal and the Treasurer along with the Office Manager in the preparation of Annual Budget of the College.
- 1.1.3. The Secretary shall conduct the recruitment process of teaching and administrative staff.
- 1.1.4. The Secretary shall keep a constant watch on the cash and bank balance and of investments.
- 1.1.5. The Secretary shall watch the progress of collection of revenue and advice on the methods of collection employed.
- 1.1.6. The Secretary shall decide on the recommendations of the Principal on the awards/rewards to motivate the staff members.
- 1.1.7. The Secretary may delegate to an Officer of the College or body or eminent professor or committee any of his administrative powers and functions, other than those to be exercised by himself under the Act and shall as and when done and report to the College Governing Board for information.

- 1.1.8. The Secretary shall sanction special leave on other official duty to the faculty members for all National & International visits, exceeding one week.

### **3.2. Duties and Responsibilities of the Principal**

The Principal is the Chief Custodian of all records of the Kamaraj College of Engineering and Technology. The following are the duties and responsibilities of the Principal of the college.

- 1.1.1. The Principal shall be the Academic Head & the Principal Executive Officer of the College.
- 1.1.2. The Principal shall be responsible for developing policies towards effective teaching, research and extension activities of the College.
- 1.1.3. The Principal shall supervise the effective functioning of the Deans, Heads of Academic Departments, Coordinators, Faculty Members and Administrative Staff of the College.
- 1.1.4. The Principal shall facilitate all functions of the College by accommodating relevant norms/rules/regulations with a view to create learning friendly and research specific environment.
- 1.1.5. The Principal may assist the Secretary regarding financial and administrative matters of the College.
- 1.1.6. The Principal shall report the important events of the College regularly to the Secretary of the college.
- 1.1.7. The Principal shall bring to the notice of the Secretary on any unauthorized expenditure or other financial irregularities and suggest appropriate action to be taken against person(s) at fault.
- 1.1.8. With the approval of the Secretary, the Principal shall suggest effective internal controls in the financial and accounting system.

- 1.1.9. The Principal shall implement, through administrative mechanism, all decisions of Secretary and the Board of Management of the College within 7 days of the decision.
- 0.0.10. The Principal shall communicate the decisions of various meetings of the College to the concerned members within a time limit of 3 days.
- 0.0.11. The Principal shall be responsible for planning manpower for effective execution of long as well as short term teaching and administrative activities.
- 0.0.12. The Principal shall inspect the academic departments and guide them towards effective & purposeful functioning.
- 0.0.13. The Principal shall represent the College in various International, National, State and regional level bodies, societies, councils, meetings as required.

### **3.2a Duties and Responsibilities of the Vice Principal**

Day to day duties as a vice principal will vary and can include assisting the principal in the assigned functions by the Principal

### **3.3 Duties and Responsibilities of the Treasurer**

The following are the duties and responsibilities of the Treasurer:

- 3.3.1 The Treasurer is the custodian of all kinds of deposits, investments, endowment fee receipts from sponsors / donors, cheque books and receipts etc.
- 3.3.2 The Treasurer shall ensure maintenance of Stock Registers in all administrative sections and academic departments of College; shall ensure conduct of stock verification in all administrative sections and academic departments at the end of every financial year; and shall report the same to the Principal and Chairman during the month of subsequent April.

- 3.3.3 The Treasurer shall issue a letter of settlement of bills/accounts to the concerned administrative section/academic department/staff within a period of one month from the date of submission of bills/accounts.
- 3.3.4 The Treasurer shall be responsible for implementation of all financial related Government Orders by obtaining approval from the Management.
- 3.3.5 The Treasurer shall provide information with evidences to Internal Quality Assurance Cell every year in connection with quality parameters as required by Internal Quality Assurance Cell.
- 3.3.6 The Treasurer shall ensure that proper arrangements are made to keep a watch over the receipt of instruments from the departments received the same directly from the students and faculty. The instruments received from various funding agencies are correctly accounted and deposited in the bank accounts concerned with least delay and the receipts of the College collected through different modes of remittances are properly accounted under relevant heads of account furnish information related to collection of receipts in the prescribed forms
- 3.3.7 The Treasurer shall make all arrangements for furnishing all the transactions of business in the meeting(s) of the Finance Committee.
- 3.3.8 The Treasurer shall be responsible for the proper maintenance of the Accounts of the College, to make arrangements for the Audit and Payment of Bills presented at the University Office.
- 3.3.9 The Treasurer shall arrange to settle objections raised by the Audit appointed by the Government and to implement such instructions as may be issued by the Chairman / Management on that Audit Report.
- 3.3.10 The Treasurer shall make arrangements with the approval of the Chairman for the publication of the Audit Statement of Accounts so that it may be submitted to the appropriate authorities of the College within three months of such publication.

- 3.3.11 The Treasurer shall prepare the monthly accounts of the College and shall produce the same for audit, which is concurrent, all the registers, accounts and records connected with financial transactions.
- 3.3.12 The Treasurer, with the approval of the Chairman, shall invest all amounts upto Rs 1,00,000/-; shall deposit any amount exceeding Rs1,00,000/- for a short term till the next Management meeting; and shall report to the Finance Committee and immediately thereof.
- 3.3.13 The Treasurer shall scrutinize every item of new expenditure not provided in the budget estimate of the college and shall suggest appropriate action to the Chairman.
- 3.3.14 The Treasurer, release and receive grants or other funds due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals.
- 3.3.15 The Treasurer shall disburse all salary bills including arrears of salary, contingent bills like electricity, water, land and Municipal Corporation tax, phone and other rental bills, recoup permanent advances, payment of all Travelling Allowance bills after ensuring that general sanction is received from the competent authorities.
- 3.3.16 The Treasurer shall make all authorized payments out of the College funds.
- 3.3.17 The Treasurer shall be responsible for proper maintenance of the accounts of the College.
- 3.3.18 The Treasurer shall put signatures in cheques drawn in respect of expenses sanctioned by the Chairman.
- 3.3.19 The Treasurer shall evolve and install suitable system of accounting and business procedure and shall prescribe an Accounts Manual for use in the College Office / College Department.



### **3.4. Duties and Responsibilities of Head of the Academic Department**

The Head of the academic Department is overall responsible for establishing an ideal learning environment in the department and promoting the departmental activities to achieve its objectives and in turn, the objectives of College. The following are the duties and responsibilities of the Head of the Department:

- 3.4.1. The Head of the Department shall strive to maintain overall discipline of the students with the involvement of staff members of the Department.
- 3.4.2. The Head of the Department shall prepare and finalize the class room time table, departmental examination time table with the involvement of staff members of the Department.
- 3.4.3. The Head of the Department shall convene and chair Department Committee meetings, at least, once in a month with a chorum of 50% of faculty strength and shall maintain the minutes of the meetings.
- 3.4.4. The Head of the Department shall convene and chair Department Purchase Committee meetings to discuss the purchase of equipment and utilization of funds allocated to the Department in the Annual Budget.
- 3.4.5. The Head of the Department shall strive to maintain a Stock Register for non-consumable goods purchased by the department. The Head of the Department shall conduct stock verification at the end of every financial year with the involvement of the staff members of the Department and shall report the same to the Academic Dean and Treasurer.
- 3.4.6. The Head of the Department should maintain discipline among the teachers, students and research scholars. Wherever infraction to discipline occurs in the department, the Head of the Department shall take steps to rectify it and submit a report on the matter to the Dean and the Principal, for appropriate action at their end.
- 3.4.7. The Head of the Department shall attend the meetings of Heads of the Departments chaired by the Principal. If, for any reason, the Heads of the Department is not able to attend the same, the Head of the Department shall

depute a staff member of the department to such meetings. The Head of the Department shall exchange information/deliberation of such Heads of the Departments meetings in the Department Committee meetings for smooth/effective academic administration/delivery.

3.4.8. The Head of the Department shall maintain the following records:

- a) Attendance registers of Department staff
- b) Attendance registers of Research Scholars in the department
- c) Attendance registers of Students
- d) Register of minutes of the meetings of Department Committee
- e) Separate File for each staff member
- f) CL/OD register for staff members
- g) Stock registers

3.4.9. The Head of the Department shall arrange, organize and facilitate faculty members for conducting seminars/workshops/conferences and extension activities.

3.4.10. The Head of the Department shall develop, with involvement of the faculty members, a development plan for the progress of the department.

3.4.11. The Head of the Department shall sanction Casual Leave and leave to attend other Official Duty to the department staff as per the norms of the College and maintain the details in a register.

3.4.12. The Head of the Department shall forward all applications of faculty members, with appropriate guiding comments for effective/smooth administration.

### **3.5. Duties and Responsibilities of Faculty Member**

The following are the duties and responsibilities of faculty member appointed in an academic department of the College:

- 3.5.1. The faculty member of the Kamaraj College of Engineering and Technology shall carry out teaching, research and extension activities for the development of the department, College and the society.
- 3.5.2. The faculty member shall build research infrastructure in the department by obtaining research grants from funding agencies.
- 3.5.3. The faculty member shall prepare the teaching materials for the courses taught; evaluate the students' performance periodically and submit the reports to the Head of the Department.
- 3.5.4. The faculty member shall participate in all meetings and departmental activities organized by the Head of the Department regarding curriculum development, laboratory maintenance, department library, periodical stock verification, department purchase, seminars/conference/workshop etc.
- 3.5.5. The faculty member shall be self-disciplined and shall maintain discipline among the students in the class rooms and laboratories.
- 3.5.6. The faculty member shall plan and coordinate extension activities for the benefit of students in connection with their studies and employment opportunities.
- 3.5.7. The faculty member shall plan and coordinate extension activities for the benefit of society.
- 3.5.8. The faculty member shall undertake the administrative responsibilities of the College, whenever required by the College, in addition to regular teaching and research.

- 3.5.9. The faculty member shall send all correspondences to the College through the Head of the Department.
- 3.5.10. The faculty member shall obtain prior permission from the Head of the Department for availing Casual Leave and leave for attending other Official Duty (OD).
- 3.5.11. The faculty member shall enter all purchases in their research projects and other grants in the common Bill Passing Register and Stock Register of the department; shall return all the non-recurring items to the department at the time of departure from the service.
- 3.5.12. The faculty member shall prepare laboratory manuals for conducting practical classes and shall help the students for clarifying their doubts.

### **3. 6 Duties and Responsibilities of Librarian:**

- 3.6.1. The Librarian shall be responsible for all activities of the Kamaraj College of Engineering & Technology Library such as purchase of books & journals, their maintenance, classification, stock maintenance including Stock Register and writing off lost, old and unusable books.
- 3.6.2. The Librarian shall depute personnel for effective surveillance of Reading Rooms, stocks, computer facilities, entry and exit points.
- 3.6.3. The Librarian shall be responsible for the maintenance of digital library, server, INFLIBNET services, DELNET and uploading of theses in 'Shodh Ganga', D-Space server uploads, e-question modification, maintenance of ezproxy, updating Library website etc.
- 3.6.4. The Librarian shall conduct awareness programs for students on usage of Library, e-books, INFLIBNET, e-journals, N-List etc.

- 3.6.5. The Librarian shall purchase books and journals on the recommendations of the academic departments under the budget amount allocated to the departments.
- 3.6.6. The Librarian shall purchase all other general books including Encyclopedia on the recommendations of at least two Heads of the Departments and Academic Dean.
- 3.6.7. The Librarian shall ensure that the Library is getting fare shifting according to the technological innovations and developments on par with other Libraries of National & International repute.
- 3.6.8. The Librarian shall take effective steps to interlink other off campuses of this College through Internet and other websites.
- 3.6.9. The Librarian shall take efforts to interlink with other Libraries in the country for inter library book borrowing system.

### **3.7. Duties and Responsibilities of Director, Internal Quality Assurance Cell**

- 3.7.1. The Director, Internal Quality Assurance Cell (IQAC) shall prepare the Annual Quality Assurance Report of the College every year and upload the same in the College website.
- 3.7.2. The Director, IQAC shall call for Performance Based Appraisal System proforma along with evidences every year from the faculty members and coordinate the scrutinization of the filled-in proforma through appropriately constituted committee.
- 3.7.3. The Director, IQAC shall convene periodical meetings of IQAC to plan, implement, review and revise quality related activities.
- 3.7.4. The Director, IQAC shall provide information to NAAC by preparing the Re-accreditation Assessment Report (RAR).

3.7.5.The Director, IQAC shall strive to develop and apply quality benchmarks / parameters prescribed for various academic and administrative activities of the College in close coordination of the Chairman and Principal.

3.7.6.The Director, IQAC shall arrange for feedback responses from students on evaluation of performance of their teachers and analyzing the responses in coordination with the Department of CSE and provide the feedback to the concerned faculty.

3.7.7.The Director, IQAC shall coordinate conduct of academic workshops and seminars and, also inter and intra College workshops and seminars on quality related themes and promotion of quality culture in the College and shall co ordinate quality audit process .

### **3.8. Duties and Responsibilities of Laboratory Technician / Laboratory**

#### **Assistant**

The following are the duties and responsibilities of Laboratory Technician / Laboratory Assistant:

3.8.1. The Laboratory in-charge, Technician/Laboratory Assistant is responsible for the safety, upkeep of all the equipments in the laboratory as listed in the inventory of the laboratory.

3.8.2. The Laboratory in-charge shall maintain the following documents:

- a) Inventory of the laboratory
- b) Laboratory Time Table
- c) Log book for daily usage
- d) Complaint Register
- e) Laboratory manuals
- f) List of Experiments

3.8.3. The Laboratory in-charge shall ensure proper discipline in the laboratory with respect to the following:

- a) No bags or eatables are allowed inside the laboratory
- b) Unnecessary talking and movements of the students are avoided
- c) Chairs/stools are placed in proper positions at the end of each practical session
- d) Equipment are switched off or made inactive as per the procedure at the end of each practical session
- e) All fans/lights wherever not needed are in OFF condition
- f) Room and equipments are maintained in neat and clean condition at all times

3.8.4. The Laboratory in-charge shall assist the class teachers in the laboratory proceedings.

3.8.5. The Laboratory in-charge shall keep suitable motivation boards and list of experiments in the laboratory.

3.8.6. The Laboratory in-charge should be conversant with all the laboratory experiments and exercises.

3.8.7. The Laboratory in-charge should be conversant with the key, locking procedure of the room, emergency procedures in case of fire, accident etc.

### **3.9. Responsibilities of the attender**

- Cleaning the office
- Taking care of the office and attend to the various basic needs of the office
- Ability to do bank jobs etc
- Ability to read and write

- Should be willing to come to office before time and leave the office after everyone leaves

### **3.10. Duties and Responsibilities of Warden (Men's and Women's Hostel)**

The following are the duties and responsibilities of the Warden. The Principal shall be the Warden of both Men's and Women's Hostels.

- 3.10.1 The Warden shall periodically check the working, discipline, cleanliness and all other aspects of general administration of all the hostels of the institution.
- 3.10.2 The Warden shall provide guidance to Deputy Wardens (Men and Women) in administering the Hostels and Hostel Mess.
- 3.10.3 The Warden shall arrange internal auditing of mess accounts and decide upon the financial management of the hostel and the hostel mess.
- 3.10.4 The Warden will recruit Cooks, Mess Boys, Waiters, Hostel Attendant, other mess related workers who will be under direct control of Deputy Wardens (Men and Women) of Hostel through OUTSOURCING with prior approvals from the College.
- 3.10.5 Any other duty, in addition to those mentioned above concerning the Hostel Mess management, which may be deemed fit, may be assigned to the Warden by the College. The Warden may assign such duties to Deputy Wardens (Men and Women) based on work load.
- 3.10.6 The Warden will operate funds of the following accounts:
  - a) Mess Account b) Fund Account c) Miscellaneous fund.
- 3.10.7 While incurring or authorizing the expenditure out of hostel fund, shall observe established rules of financial propriety inter se:
- 3.10.8 The Warden shall observe strict economy at every stage of Hostel administration.



3.10.9 Some vigilance in respect of the expenditure incurred out of the hostel fund should be exercised as a person of ordinary prudence would exercise in respect of expenditure.

3.10.10 The expenditure should not be more than the occasion demands.

3.10.11 Power should not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his/her own advantage.

3.10.12 Money out of the hostel fund should not be utilized for the benefit of a particular person.

3.10.13 The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole the source of profit to the recipients.

3.10.14 Hostel Committee (Men and Women)

- a. To frame policy on the running of the hostels, messes and other facilities within the hostel.
- b. To ensure that no ragging takes place in the hostels and maintain a ragging free Hostels.
- c. To plan for upgradation of Facilities in the hostels.
- d. To ensure maintenance of Discipline in and around the Hostel.
- e. All disciplinary action of boarders or reward giving action will be finally decided by Warden on the recommendations of the Hostel Committee. The Hostel Committee may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, mess rules, or such other rules on reference to it for final decision.
- f. Any other responsibility assigned by the Principal/Chairman.

### **3.11. Duties and Responsibilities of Deputy Warden**

#### **(Men and Women's Hostel):**

The Deputy Warden shall perform such duties as are assigned by the Warden from time to time and shall function under the over-all charge of the Warden. The following are the duties and responsibilities of the Deputy Warden, in addition to specific duties assigned by the Warden.

3.11.1 The Deputy Warden shall be responsible for the health, hygiene and general welfare of the students residing in the Hostels and shall attend to all matters of health, sickness, diet, sanitation and cleanliness in accordance with the advice of the Medical Officer and Health Officer.

3.11.2 The Deputy Warden shall ensure that the students concerned observe the rules framed for their guidance and maintenance of decorum.

3.11.3. The Deputy Warden shall inspect Hostel Rooms along with the Matron/Attender.

3.11.4 The Deputy Warden, functioning under the over-all charge, shall be individually and collectively responsible for the smooth functioning of the Hostels.

3.11.5 The Deputy Warden shall be responsible for the assigned resident students.

3.11.6 The Deputy Warden shall promptly take appropriate actions within his/her power on all cases of misbehavior, indiscipline, and sickness of the residents in his/her charge and report to Warden and other higher authorities for cases beyond his/her powers.

3.11.7 The Deputy Warden can impose fines upto the limits prescribed by the Hostel Committee upon resident students.

- 3.11.8 The Deputy Warden shall be available in the hostel office every day at specified hours.
- 3.11.9 The Deputy Warden shall chair the meetings of the Students in the Hostel which will be held regularly.
- 3.11.10 The Deputy Warden can transfer a resident from one room of the Hostel to another.
- 3.11.11 The Deputy Warden shall be responsible for the maintenance of imprest accounts and for the custody of imprest money.
- 3.11.12 The Deputy Warden shall recommend refund of all kinds of caution deposit / security money.
- 3.11.13 The Deputy Warden shall secure timely completion of all financial transactions pertaining to the Hostel and shall examine the bank reconciliation statement.
- 3.11.14 The Deputy Warden can sanction funds for repairing the furniture in emergent cases.
- 3.11.15 The Deputy Warden shall be responsible for proper pursuance of complaints relating to civil/electrical works repairs/replacement of furniture, fittings, etc.
- 3.11.16 The Deputy Warden can sanction overtime allowance in accordance with the rules.
- 3.11.17 The Deputy Warden will take action for the eviction of resident students in consultation with the Warden and Hostel Committee, if necessary.

### **3.12 Duties and Responsibilities of Dean Academics:**

- 3.12.1 To convene the Academic council meeting at least once in six months
- 3.12.2 To frame the academic regulations relating to all programmes of study offered by the institute with the help of a sub-committee and get approval from the academic council.
- 3.12.3 To convene Board of Studies meeting of all departments and communicate the resolutions to the Academic council for approval
- 3.12.4 To arrange for the conduct of internal academic audit once in a semester and the external academic audit once in a year. Suggestions and recommendations of the internal/external audit shall be submitted to the Board of Studies for necessary action.
- 3.12.5 To look after the Students Section of the institute and to keep the records pertaining to each student from the date of admission till the date of graduation.
- 3.12.6 To convene the meeting of the Performance Analysis Committee once in a semester after the declaration of results to analyse the performance of students of all courses and submit it to the Academic Council for necessary action.
- 3.12.7 To prepare the Academic Calendar well in advance before the commencement of every academic year and communicate it to the HoDs, students and administrative staff. Necessary inputs may be collected from the stakeholders.
- 3.12.8 To monitor the preparation of time tables by the time table preparation convener for all courses in compliance with the Regulations.
- 3.12.9 To monitor allocation of mentor-mentee at the department level while freshers are entering into the Institute every year.
- 3.12.10 To play the role of Chairman of the Mentors Forum, which shall be organized once in a semester to consolidate the student's requirements and

communicate to the Board of Studies or to the Academic Council or to take appropriate decision using his/her discretionary powers.

3.12.11 To monitor the quality of teaching of all faculty and the instructional methodologies adopted by each faculty and take appropriate measures.

3.12.12 To monitor the students who are undergoing approved online courses every semester and forward the results to the Controller of Examinations for further processing.

3.12.13 To co-ordinate the meeting of the Self-Appraisal Committee every year to monitor the progress of each faculty, preferably towards the end of odd semester and consolidated reports shall be presented to the Principal.

3.12.14 To perform such other academic duties as and when arise or instructed by the Principal to meet the standards of quality technical education.

### **3.13 Duties and Responsibilities of Dean Examination**

Roles & Responsibilities of Dean (Examinations)

Preliminary Process

3.13.1. The Principal of the Institute shall recommend a list of 3 Senior Professors having experience in handling examination activities to the Governing Council to consider one among them as the Dean (Examinations) for a period of three years from the date of appointment and forward the same to then Managing Board for approval.

3.13.2. To prepare Internal Assessment Schedule / Practical Exam Schedule / End Semester Examinations timetable for every semester with the concern of Dean (Academic Courses).

3.13.3. To monitor the entire process of internal assessment examinations.

- 3.13.4. To prepare the time table for end semester examination with due care to avoid any discrepancy.
- 3.13.5. The copy of time table for end semester examination needs to be communicated to CoE, Anna University at least two weeks before the commencement of the examination.
- 3.13.6. Make sure that the forms relating to examinations are ready in time (applications, challans etc.).
- 3.13.7. To design unique formats for printing Grade Sheets/ Question paper/ Answer sheet of each semester for students.
- 3.13.8. The various formats shall be prepared by the Controller of Examinations for record keeping and monitoring all examination related activities.
- 3.13.9. To constantly review the system of examinations in order to enhance the quality of the system.
- 3.13.10. The Controller of Examinations shall be responsible for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
- 3.13.11. To convene the internal audit once in a semester and external audit once in an academic year and take necessary steps as action plan to overcome deficiencies, if any.
- 3.13.12. To perform any other matter connected with examinations which may, from time to time assigned to him / her by the Principal.
- 3.13.13. The Controller of Examinations shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

- 3.13.14. When the office of the Dean (Examinations) is vacant or when he / she is by reason of his / her illness or absence for any other cause unable to perform the duties of the office, the duties of Dean (Examinations) shall be performed by the Associate Dean (Examinations).

### **Pre Examination Process**

- 3.13.15. To exercise general supervision over conduct of end semester examinations of the Institute in a disciplined and efficient manner.
- 3.13.16. Preparation and printing of hall tickets and answer booklets for examinations.
- 3.13.17. To appoint external examiners for Practical Exam Schedule / End Semester Examinations
- 3.13.18. To prepare the seating arrangement and appoint internal / external hall invigilators for smooth conduct of examination and monitor the same.
- 3.13.19. To arrange for Question Paper setting and printing with strict confidentiality.
- 3.13.20. To prepare external panel list for Question paper setting duly approved by the Board of Studies and to prepare guidelines for setting Question Papers.
- 3.13.21. To make arrangements for setting three different question papers for each course, two by the external experts having teaching experience of at least 5 years and one question paper by the Internal Expert having teaching experience of at least 3 years.
- 3.13.22. To made necessary entries of Question papers in the Stock book as when they are received.
- 3.13.23. To arrange for the packing and sealing of Question papers/answer keys/ schemes of evaluation in the strong room under safe custody.

- 3.13.24. To maintain Soft copies of the question paper documents are to be maintained in an indexed way.
- 3.13.25. To coordinate the scrutiny of question papers by the experts in the respective areas of specialization. (The experts will check whether questions are evenly distribute appropriate knowledge levels and the redundancy in the question papers i.e., repetition of same question in Part A and Part B).
- 3.13.26. To select one question paper out of three sets for each course by the Principal / Dean (Examinations) / Dean (Academic Courses).
- 3.13.27. To confidentially take printout of approved question papers 45 minutes before the commencement of Examinations in Dean (Examinations) office.
- 3.13.28. To hand over the question papers in a sealed cover to the Chief Superintendent for distribution to the invigilators on the day of the examinations.
- 3.13.29. To confirm the proper distribution of question papers to the concerned examination on the appropriate dates.

#### **During Examination Process**

- 3.13.30. Enforce disciplinary action against the candidates for violation of prescribed rules in the Examination halls.
- 3.13.31. Direct monitoring control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.
- 3.13.32. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.



### **Post Examination Process**

- 3.13.33. Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc., are well in order / prepared to conduct the examinations.
- 3.13.34. To assign dummy numbers to all the answer scripts before valuation.
- 3.13.35. To appoint Chief Examiners / Examiners for valuation from the panel of External / Internal Experts as maintained in the office of Dean (Examinations).
- 3.13.36. To coordinate the scrutiny of Answer key by the internal experts in the respective areas of specialization. (The experts will check for the mark split up provided for answers).
- 3.13.37. To communicate comments / complaints, (if any) on the question papers set for different course papers received from the Heads of the Departments to Moderation Committee for recommendations.
- 3.13.38. To communicate recommendations of the Moderation Committee to the Chief Examiners for implementation of the same at the time of valuation.
- 3.13.39. To monitor the valuation of answer scripts by the examiners as per the Scheme of Valuation / Keys submitted by the Experts.
- 3.13.40. To monitor the manual entry of marks, question-wise by the evaluators in the Personal Computer System through the software so as to transmit the marks to the server as and when the valuation work is completed.
- 3.13.41. To share the question-wise mark details with Dean (Academic Courses) after result declaration for further analysis on CO-PO attainment.

- 3.13.42. To submit all the results with tabulated mark registers to the Dean (Academic courses) before declaration of results for elaborate discussion about the performance in the Performance Analysis Committee.
- 3.13.43. To convene the Performance Analysis Committee meeting before the declaration of results.
- 3.13.44. To make necessary arrangements for the declaration of results.
- 3.13.45. To arrange for revaluation / review of answer scripts through proper procedure.
- 3.13.46. To submit the approved results to the Anna University within the stipulated time.
- 3.13.47. To communicate the malpractices, if any identified, during end semester examination to the Anna university with the recommendation of internal enquiry committee and submit the details to the Complaints Appeal committee for further action.



# **Chapter- IV**

## **CONDUCT RULES**

## CHAPTER –IV

### CONDUCT RULES:

#### 4.1. General

- 4.1.1. Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him/her in the course of his/her official duties by a person or persons under whose jurisdiction, superintendence and/or control he/she may be placed.
- 4.1.2. Every employee shall use his/her utmost endeavor to promote the interest of the college and shall show courtesy and attention in all transactions.
- 4.1.3. Do nothing which is unbecoming of an employee of the college.
- 4.1.4. Every employee will at all times maintain integrity and devotion to his/her duty and act to the best of his/her judgment in the performance of his/her official duties or in the exercise of powers conferred on him/her.
- 4.1.5. Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees under his/her control and authority.

#### 4.2. MISCONDUCT

The term ‘misconduct’ denotes an offence or an act on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution. The following acts shall be treated as misconduct on the part of an employee:

- 4.2.1. Late attendance or absence from duty without notice or permission.
- 4.2.2. Not wearing uniform allotted by the College and/or Identity card during working hours.
- 4.2.3. After marking attendance, leaving the place of work during working hours without permission or absence without permission from the place of work.
- 4.2.4. Laziness, inefficiency or careless for work or sleeping while on duty.
- 4.2.5. Obtaining leave or attempting to obtain leave on false pretences.
- 4.2.6. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
- 4.2.7. Borrowing or lending money on the College premises.
- 4.2.8. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.
- 4.2.9. Failure to report a disease in an employee which may endanger others.
- 4.2.10. Using institutional facilities unauthorized for personal gain.
- 4.2.11. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- 4.2.12. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the principal/Head of Department.
- 4.2.13. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- 4.2.14. Unauthorized handling, misuse, mishandling of a machine, apparatus, equipment or material
- 4.2.15. Using indecent language, making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
- 4.2.16. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.

- 4.2.17. Refusal to accept or obey an order of transfer from one job to another or from one department to another.
- 4.2.18. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
- 4.2.19. Unauthorized use of the name, address, telephone or any other description of the college.
- 4.2.20. Theft, fraud or dishonesty in connection with the business or property of the college or of other employees, or visitors to the college or others or attempting to do so.
- 4.2.21. Tampering with the records of the college, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
- 4.2.22. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the college with regard to procedures, practices and functioning of the institution.
- 4.2.23. Gambling within the premises of institution.
- 4.2.24. Bringing liquor or other intoxicants, including addictive/drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition.
- 4.2.25. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
- 4.2.26. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
- 4.2.27. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the College Authority.
- 4.2.28. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.

- 4.2.29. Delay in the performance of work or go slow in work or instigating thereof.
- 4.2.30. Misbehaving with students/superiors.
- 4.2.31. Poor performance for teaching students in the classes
- 4.2.32. Instigating the students against the College Authority
- 4.2.33. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the institute

#### **4.3. Penalties for Minor Misdemeanor**

- 4.3.1 Censure
- 4.3.2 Warning
- 4.3.3. Withholding an increment or promotion to the next higher grade.
- 4.3.4. Withholding of annual increment including stoppage at an efficiency bar with or without cumulative effect.
- 4.3.5. Recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered.
- 4.3.6. Suspension for a period of 3 to 6 months without pay and allowance

#### **4.4. Penalties for Major Misdemeanor**

- 4.4.1. Reduction of three to ten increments depending on the nature of misconduct. The cut in the increments is cumulative and irrevocable
- 4.4.2. Reduction to a lower post or grade or to a lower pay scale.
- 4.4.3. Compulsory retirement from the service
- 4.4.4. Discharge or removal from service which does not disqualify the employee from being considered for future employment in any capacity in the college.
- 4.4.5. Dismissal from service, which debars the employee from future employment in any capacity in the college.

#### **4.5 Others**

The following shall not amount to penalty within the meaning of the rule.

4.5.1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.

4.5.2. Retirement of the employee in accordance with the provisions relating to superannuation or retirement.

4.5.3. Discharge of an employee appointed on a short term officiating vacancy caused by the grant of leave or suspension.

4.5.4. Volunteer retirement at an age below the prescribed age for normal retirement.





# **Chapter- V**

## **LEAVE RULES**

## CHAPTER –V

### LEAVE RULES

#### 5.1. Types of Leave

The employees are entitled for the following types of leave

- (a) Casual Leave
- (b) Vacation Leave (For Teaching Staff )
- (c) Vacation Leave (For non-Teaching staff)
- (d) Compensation Leave

Staff will be eligible for compensation leave if they are asked to come on work during their vacation or College holidays with biometric entry. This must be utilized within two weeks from the date of holiday work.

- (e) Medical Leave
- (f) Maternity Leave
- (g) Study Leave  
(Full time / Part time Ph.D.)
- (h) Special Leave

Non teaching employees are eligible to avail 3 days of special casual leave in an Academic year.

- (i) Leave on Loss of Pay

#### 5.2. Casual Leave (CL)

5.2.1 Employees are entitled for 12 days of paid Casual Leave (CL) in a calendar year. However, in case an employee joins duty during the course of the year, such leave will be granted proportionate to the months of service in the said Academic year. (i.e., one day CL on completion of a month). Staff member is eligible to avail CL only after completion of one month service from the date of joining

5.2.2 **Casual Leave is not a privilege. Prior sanction is essential.** Intimation in writing through third parties may also be considered for sanction. Leave should be applied at least three days in advance. In case of

emergency situations, the leave can be applied immediately on reporting for duty.

Non submission of Leave form for Three days from Reporting to week will be accounted as Loss of pay.

Leave without information through appropriate means to the concerned Head, will be seriously dealt with

Absenting from duty for 3 days will not be permitted and will be referred to the Disciplinary committee formed by the Head of the Institution.

5.2.3 Causal leave cannot be combined with any other type of leave except Compensatory Off and / or Study Leave.

CL can only be suffixed or prefixed with holidays/weekly off days. In case an employee is out of station, he/she must state so in the leave application and give the address & contact phone numbers of his / her destination.

5.2.4. A single spell of casual leave shall not exceed 9 days at a time. However in special cases like medical grounds, his / her marriage, etc., the Management has the discretion.

5.2.5. CL cannot be carried over to the next year, if it is not availed during the Academic year.

5.2.5 For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective HOD, Administrative Office and sanctioning authority).

- 5.2.6 It is the responsibility of the teaching employee to make alternative arrangements for the classes missed because of the CL. The HOD would monitor and ensure that no class is left unattended.
- 5.2.7 The staff member taking leave without prior permission or without any information for more than three days will be considered absent and the same will be treated as “Loss of Pay”. If a staff absents himself/herself from duty for seven days and more shall be treated as abandonment of service as mentioned in the clause 30.10.
- 5.2.8 Non-teaching employees are entitled to avail special casual leave of three days in Academic year.
- 5.2.9 If a staff member avails any type of leave including LLP which if had to be considered as LLP, the LLP will also be prefixed and / or suffixed with either Govt. holiday / Sunday any other holiday announced. However in extraordinary circumstances rules shall be relaxed for the pay as special case with the recommendation of their HoD.

### **5.3 Vacation Leave (for teaching staff)**

- 5.3.1 Every confirmed teaching employee earns 40 days (10 days winter & 30 days summer) of VL for every year of a completed service, from the date of joining, provided he has put in at least 180 days of actual work in that year.
- 5.3.2 In an academic year a VL of 40 days is given to the teaching employee who have completed at least 180 days of service. The leave can be availed in two spells (i.e.30 days during summer vacation and 10 days during winter vacation)
- 5.3.3 In case an employee opts to avail vacation even if the employee has not put in 180 days of service since joining, the management may consider partial vacation subject to the condition that the employee will adjust, the vacation availed, during the vacation for which he or she seems eligible.
- 5.3.4 Teaching employees who have not completed 180 days of service are eligible only the Institution’s closed vacation, if any, as decided by the management.

- 5.3.5 Intervening non-working Saturdays, Sundays and Government public holidays will be included in the vacation leave.
- 5.3.6 VL cannot be combined with CL
- 5.3.7 VL cannot be availed during the course of the semester except for employees who had been prevented from availing vacation.
- 5.3.8 VL mentioned above is inclusive of common vacation declared by the Institution.

#### **5.4 Vacation Leave (for Non-Teaching Staff)**

- 5.4.1 All Non-Teaching staff on completion of one year of service, are entitled for Vacation Leave for 20 days in a year (i.e. 15 days during Summer Vacation and 5 days during Winter Vacation) based on their work load / College needs.

#### **5.5. Compensation Leave**

Staff will be eligible for compensation leave if they are asked to come on work during their vacation or College holiday with proper biometric entry. This must be utilized within two weeks from the date of holiday work.

Administrative Staff who will be called to attend college duty on holidays are eligible to get salary in compensation of their work in addition to their regular salary.

#### **5.6 Medical Leave**

Medical leave of maximum of 15 days can be availed for medical situation like surgery, accident related injury, hospitalization for ailments and during pregnancy based on Doctor's certificate. The leave can be staggered with a minimum period of 3 days. ML cannot be availed during probationary period.

To claim ML, letter should be accompanied with proper medical certificate.

ML can be carried over to next year and a maximum of 180 days can be availed during the entire service.

#### **5.7 Maternity Leave**

Female employees can avail maternity leave of 90 days. Those who have availed maternity leave should have already worked in the institution for a period of one year in the institution excluding the maternity leave period & Leave on Loss of pay period. Maternity Leave Salary will be released with their monthly salary when she joins duty.

### **5.8. Study Leave:**

For Pursuing Ph.D.

All faculty, who are pursuing Ph.D. and signed a Deed of Indemnity-cum-Guarantee, are entitled to the following benefits:

#### **Course Work:**

- a. Two half days per week is permitted during the course work period.
- b. One Full day per week is permitted if staff guide's work place is more than 60km.from our institution during the course work period

**Thesis work:** One full day per month is allowed for discussion with the Ph. D Supervisor.

**Thesis submission & Viva:** Paid leave for the preparation of synopsis, submission of the thesis, and Viva is allowed to a maximum period of 30 days. Any excess days required will be granted as Leave on Loss of Pay based on the recommendation of the Supervisor concerned.

### **5.9. Special Leave:**

Special Leave (SL) may be granted to an employee with salary for cases such as Marriage including their Son / daughter Marriage (continuous seven days) etc., and it has to be approved by the Secretary based on the recommendations of the HOD and Principal.

### **5.10. Leave on Loss of Pay:**

5.10.1. Absence without permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.

5.10.2. If any staff member applies and avails leave in excess of the prescribed limit shall be deemed to be on Leave on Loss of Pay (LLP). If such LLP is more than seven days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Management shall be final in such cases.

5.10.3.If any staff member is absent from duty without prior or later permission exceeding seven days will be construed as abandonment of service.

5.10.4. Two such break-in services within a period of one year will make the staff member ineligible for increment in pay and also availing Vacation Leave in the academic year.

5.10.5.If a staff member avails any type of leave including LLP which if had to be considered as LLP, the LLP will also be prefixed and / or suffixed with either Govt. holiday / Sunday any other holiday announced. However in extraordinary circumstances rules shall be relaxed for the pay as special case with the recommendation of their HoD.

### **5.11. On Duty:**

OD will be granted when staff members are required to go out for official duty or to participate in seminars, conference etc., as approved by the Principal.

The request for OD permission must be accompanied by the official letter of invitation/order from university or conference/workshop brochure.

Request for OD without prior approval by the Principal will not be entertained.

The OD will be registered in the records, only after the staff submits the proof for attending the meeting or the report on attending/presenting paper in the conference/seminar/workshop through the HOD and Principal.

Staff should submit their OD forms with the due approval of the HOD and the Head of the Institution before going on duty. If for any valid reason they could not do so; shall submit the same on the day they return to duty. Head of the Departments going on duty shall get the approval of the Head of the Institution.

Number of days of such OD for attending practical / theory external duty, theory paper valuation, paper valuation of Affiliating University, seminar, conference, workshop participation is limited to 25 calendar days in an academic year, 15 days for FDPs / conference / workshop or any others. 10 days for exam related work invigilation

/ paper valuation / BOS / Academic Council / AUR and if availed in excess, the excess days shall be deducted from eligible leave at credit of the staff and remaining days will be treated as LLP. If the OD exceeds the limit for reasons assigned by the college, the staff can adjust the excess OD in the forthcoming Vacation with prior permission from the Head of the department and Principal. This is apart from the eligible OD for pursuing Ph.D. for staff. The Principal / designated authority shall have the right to cancel the OD sanctioned earlier, for any emergency work in the Institution.

Staff deputed by the Institution to attend Conferences / Seminars / Meetings and other Institution –related –work shall be deemed to be “On Duty”.

#### **5.12. Leave Information:**

Staff members who are unable to report to work due to exceptional/unforeseen circumstances must send a leave message or inform the Administrative Office and respective HOD before 8.00 a.m. Leave information will not be entertained after 8.00 a.m. and such absence will be treated as unauthorized. All Leave formalities must be regularized within 24 hours.

#### **5.13. Permission:**

Staff who availed permission without submitting the Permission Form will be calculated as half a day leave as CL or LLP.

#### **5.14. General:**

No leave other than CL will be granted to an employee once notice of resignation is given by him also he / she will not be given any on duty assignment including study leave. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Management, the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services.