

EMPLOYEE SERVICE RULES

POLICIES AND GUIDELINES

KGISL INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University Chennai

PREAMBLE

This document shall be called as “HR policy” of KGiSL Institute of Technology Saravanampatti , Coimbatore run by the KGiSL Trust.

This shall be applicable to the employees of , KGiSL Institute of Technology .

This shall be in force till the amendment / modification comes into effect.

CHAPTER 1: RECRUITMENT AND PROMOTION

1.1 Screening

Recruitment is normally done during April /May.

The number of Vacancies in the different cadres shall be communicated by the Principal / Designated Authority based on the student strength / existing faculty / resignations or terminations of staff members, to the management for approval.

Vacancies shall be advertised in leading English newspapers and college website

Screening of applications shall be done by the respective Screening Committee.

Screening will be done as per the qualification, experience and other credentials prescribed by the AICTE, Anna University and Selection Committee.

Shortlisted candidates shall be informed through mail and over telephone by the HR Department.

1.2 Interview

Selection Committee for interview shall be constituted and functions as per the guidelines approved by the Governing Council. The Committee consists of the following members:

- a) Chairman and or Secretary of the Institution
- b) Principal
- c) Head of the Department / Senior Professor
- d) Subject Expert

The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

Direct interview will be conducted by the Selection Committee for senior posts.

1.3 Pay Fixation

Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other credentials.

Higher Pay Packages for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee.

Assistant Professor	15600-6000-39100
Associate Professor	37400-9000-67000
Professor	37400-10000-67000

1.4. Promotion

In the case of promotion to a higher cadre, the appointment and fixation of the initial pay in the higher scale will be done as per the prescribed norms. A Committee constituted by the Management will consider the cases of such promotions and the committee will obtain the approval of the Governing Council.

1.5 Certificates to be Submitted

At the time of joining, the faculty members should submit

- i) SSLC certificate.
- ii) HSC certificate.
- iii) UG- Convocation certificate.
- iv) PG- Convocation certificate
- v) M.Phil / Ph.D – Provisional /convocation certificate

Whenever they require the original certificates they can collect it after submitting a cheque of 3 months gross salary. The cheque will be returned once you return the original certificates to office.

CHAPTER 2 – RESIGNATION / TERMINATION OF SERVICE

The staff shall have to tender his / her resignation by giving three months notice or three month's salary in lieu thereof. The notice shall be co – terminus with the end of the semester / academic year.

The Head of the institution with approval of the designated authorities has the power to terminate the services of a member of the college for any of the following reasons:

- Serious misconduct and willful negligence of duty
- Gross insubordination
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude

In such termination case, rule 2.1 shall not be applicable and the staff member shall not be eligible for any terminal benefits.

The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if they resign in the vacation.

CHAPTER 3 – WORKING HOURS, ATTENDANCE AND DRESS CODE

Hours of work: The regular working hours for the college shall be 8.30 AM to 4.45PM during weekdays. Depending upon the exigencies of the work, staff members concerned are expected to be available beyond the office hours indicated above. Sundays are normal holidays in a week.

Attendance: All staff members are required to record their attendance in biometric system at the office / designated place both in the Morning & Evening.

Dress Code: All male members of the staff are required to wear full trousers with full-sleeved shirts tucked in, and are expected to be in shoes. The lady members of the staff are required to be dressed in saree. All have to wear the ID card inside the campus.

CHAPTER 4 – LEAVE POLICY

Academic year begins on the first working day of the college and ends at the last working day of the college

4.1 Casual Leave

1. All Staff shall be governed by the leave rules as may be prescribed by the college governing committee, from time to time.
2. All Staff get eligibility for One day casual Leave for every completed Month of Service. Casual Leave thus earned can be accumulated during the Calendar year.
3. All Staff shall avail the casual leave to attend his/her personal work or during short period of illness etc. However casual leave shall not be claimed as a matter of right.
4. All Staff, while availing such leave, shall submit a casual leave application in the prescribed form to the Principal of the college, who is the authority to sanction or decline such leave, at least a day earlier and shall get the prior sanction of the leave. In case of unforeseen reasons, the teacher or other person employed in this college shall inform the Principal's office through phone and shall submit the leave form on the 1st day of joining duty after such absence.
5. All Staff shall submit the casual leave application through proper channel, indicating the nature of work affected and adjusted.
6. The casual leave as when not used shall not be carried over to the next calendar year and the balance leave in the calendar year shall lapse automatically.
7. Casual leave shall not be combined with any other leave such as medical/maternity/ or any other special leave.

4.2 Medical leave

8. Staff who have completed one year of service in our institution are eligible for 12(Twelve) days Medical leave in a Calendar year.
9. The medical leave shall be availed on medical grounds supported by a medical certificate to the satisfaction of the college authorities.
10. Every teacher or other person while availing such medical leave shall submit a leave application along with a medical certificate from a Registered Medical Practitioner.
11. Medical leave shall be accumulated if not used and shall be carried over to the next Calendar year. Medical Leave can be accumulated to a Maximum of 50 days.
12. Every teacher or other person found misusing of such medical leave should be liable for disciplinary action that may be prescribed by the college governing committee.
13. Medical leave shall not be combined with any other leave such as casual / maternity / special leave.

4.3 Maternity leave

14. Every woman teacher or other woman person employed in this college for a minimum period of one year shall be eligible for maternity leave for a period of 3 months subject to two children.
15. Every teacher or other person who is availing such leave shall apply to the college authorities through proper channel along with a medical certificate given by Registered Medical Practitioner (Gynecologist).
16. Maternity leave shall not be combined with any other leave such as casual / medical / special leave.

4.4 Vacation leave

17. All Teaching Staff shall be eligible for Four Weeks vacation in an academic year i.e. One week in odd semesters and Three Weeks in even semesters. However the vacation leave shall be granted in spell pattern.
18. All Staff when called for shall attend and discharge any duties assigned to him/her during vacation and the loss of vacation to such Teachers shall be compensated.

4.5 On Duty Leave

19. Staff who have completed 1 year of service in our institution are eligible for 10 days on other duty leave in an academic year such as valuation work (Theory and Practical), External invigilation work, University Representative to other college, Flying Squad etc.
20. The power of sanctioning the on other duty is vested with the Principal of the college who shall sanction such leave based on the necessity, merit and need of the case.
21. Half day on duty not allowed.
22. 50% of the Faculty should be present in the department.

4.6 Permission

23. Only one permission is permitted on a day. The permission can be applied during the 1 hour of Forenoon or last hour of Afternoon.
24. Permission and CL /ML should not be taken together on a single day.

4.7 Compensation

25. The staff who work extra hours are eligible for compensation leave only when they get prior permission from the concerned authorities- Principal/HOD

4.8 Late coming

27. The staff should report to duty at 8.30 am on all working days. A grace time of 5 minutes is allowed for 2 days in a month (permitted only when the faculty does not have first hour class on

that day). If any staff is found to be late beyond this, the late minutes will be accounted as one-hour permission. If the staff do not have permission, it will be accounted as half-day CL or LOP.

4.9 Special Occasions

28. When the staff members are invited for any function/occasion in the campus they should be present. If not, salary will not be paid for that day except for those who get prior permission from the concerned authorities.

CHAPTER 5 : BENEFITS TO FACULTY

- All the staff members of KITE are entitled to avail free ambulance service in case of emergency from the institute to KG Hospital, Coimbatore.
- The staff members who have been covered under medical insurance through KITE are entitled to avail 50% concession on diagnostic services in case of outpatient.
- All staff members and students of KITE are covered under mandatory accidental insurance.
- Non teaching staff members are eligible to avail free transport facilities of KITE .
- Faculty members staying in institute hostels should take additional responsibilities in maintaining discipline and academic activities among the students after the college hours. Further, they can avail free food and accommodation facilities.

CHAPTER 6 – ROLES AND RESPONSIBILITIES

6.1 Principal

Assisting the Management in making the policies and taking decisions on setting goals and achieving them.

Coordinating the activities with the University, AICTE, DOTE, Government and NBA for Affiliation, Approvals, Admissions and Accreditation respectively and other related works.

Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the institution.

Carrying out the mission, goals and the policy of the institution approved by the Governing Council giving top priority for discipline and quality education.

Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the institution thus nurturing the institute with high potential and excellence.

Managing the curricular, academic and other related activities.

Monitoring the overall discipline, growth and development of the college. Arranging the periodical HOD and staff meeting and also monitoring the University and other Examinations

Encouraging Research/Consultancy activities in the college by Interacting with the industries, leading institutions and research organizations etc. in the National and International level and sign MOU.

Encouraging and motivating the staff and students by identifying the hidden talents within them. To support in all aspects pertaining to the development of the individual and the institution.

To take necessary steps to improve the placement services for the students.

Coordinating with the management for the recruitment of teaching and non- teaching staff.

Attending other works assigned by the Management and Governing Council.

To organize and conduct Induction Day, College Day, Sports Day and Graduation Day.

6.2 Head Of the Department

Coordinating the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.

Planning and monitoring the overall department's activities.

Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.

Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructural facilities.

Preparing and submitting the annual department budget to the Principal.

Developing, installing and maintaining department labs.

Convening departmental meetings.

Identifying the brilliant and talented students and encouraging them to pursue for higher education.

Counseling and guiding students.

Identifying and encouraging the faculty to apply for Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.

Assisting the Principal in all administrative and other matters.

Reporting to the Principal periodically on all matters in respect academics, administration, discipline, research etc.

Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.

To become members in professional organizations.

To take necessary steps to develop industry institute interaction.

Encourage the students to apply for the research projects, to carry out consultancy and to publish papers in National and International Journals & conferences.

Arrange number of continuing education programmes for practicing engineers and workers of the industry.

To check the course files of the faculty members and suggest corrective measures.

Maintaining all records as stipulated by University, NBA and equivalent Accrediting bodies.

HOD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the Principal every year along with his/her self assessment form.

6.3 Teaching Faculty

The teaching load will be allotted by the HOD after taking into the account of the Faculty Members interests.

In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in the academic, co- curricular or extra-curricular activities, Research and Consultancy works.

Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.

Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.

Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with the appropriate alternate arrangements suggested.

The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

The Faculty Advisor must update the student's personal file / log book regularly and put up for inspection by HOD / Principal as the case may be.

Each Faculty shall fill up the proforma for self assessment and submit to the HOD every year.

6.4 Placement and Training Officer

To look after the training and placement activities of students and also to have close liaison with industry for placement of students.

To arrange Training programmes for soft skills and interview facing skills for the students using institutional and external expertise, which may be helpful in pursuing Higher Education within the country or abroad which includes notification regarding various competitive examinations

To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.

To prepare Placement Brochures of departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of interview

To register students for the placement with prescribed qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, group discussion, aptitude tests. To collect feedback from the companies coming for placement, collect appointment letters and distribute them to selected students.

6.5 Physical Director

Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the students participating in sports and games.

Coordinating the activities of the staff in the physical education department for ensuring effective functioning.

Suggesting changes and development, preparation and submission of the annual budget to the Principal.

Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.

Attending the meeting at the university level regarding physical education.

Arranging for the training of himself / herself and the colleague/s in advance programs.

To Organize and conduct sports and games at the University level, District/State level.

To Organize Inter-departmental sports, inter collegiate and university competitions.

6.6 Librarian

Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.

Preparation and Co-ordination of annual budget of the library and library activities,
Selection and recommendation of staff for further training.
Collection of indents from various departments and processing them for procurement,
Purchase and maintenance of books, new journals and renewal of subscriptions.
Administration of library records, Furnishing information on all matters relating to
library, Updating the records, books and computers.
Arranging annual stock verification, Collection and preservation of statistical records
related to library and Planning for changes and reorganization whenever need arise.
Maintenance of library Automation and Digitization of library.
Maintenance of good inter-departmental relationship for better co- ordination.
Removing the obsolete book materials in consultation with the concerned department,
securing the soiled through rebinding, and binding arrangements of important back
volumes.

6.6 Technical Assistant

Assisting in installation, operation and maintenance of laboratory equipments and
their calibrations.
Assisting in scheduling and conducting practical and drawing classes.
Helping in indenting and purchasing of stores and consumables for laboratories and
Workshops.
Helping the faculty in research, consultancy and testing works in respect of projects.
Assisting the faculty in matters relating to design, fabrication and computer work.
Assisting in the operation of telephones, intercom, Internet, Audio Visual aids and other
housekeeping activities in the campus.
Taking specific responsibilities at the time of organizing of function, workshops and
seminars specially assigned to them.

6.7 Administrative Officer

Administrative Officer has the responsibility of the overall administration of the office
personnel of the college.
Responsible in installation, operation and maintenance of laboratory equipments and
their calibrations.
Responsible in indenting and purchasing of stores, stationery and consumables for
laboratories and Workshops.
Maintenance of inward and outward corresponding registers with all required details.
Maintenance and issue of Transport concession forms together with bonafide
certificates.
Maintenance of Attendance management.

6.8 Accounts Officer

The accounting process in the college is fully computerized. In this setup, the responsibility of the accountant includes:

Planning, organization and maintenance of the college, hostel and general stores account.

Maintenance of petty cash accounts and advances.

Maintenance of accounts of research projects sponsored by AICTE, DST, CSIR etc.

Audit responsibility in respect of internal audit once a month and external audit once a year.

Maintenance of all kinds of deposits and refunds together with their records.

Preparation and filing of income tax statements for the college staff.

Settlement of bills.

Preparation of monthly salary and its statement of accounts.

Assisting the Principal in the preparation of the annual budget.

Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.

CHAPTER 7 - CONDUCT AND DISCIPLINE

7.1 Conduct

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an institution.

Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he / she is placed.

Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

Every employee shall endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.

No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, assist, in any other manner any political movement or activity.

No employee shall join, or continue to be a member of association the objectives or activities of which are prejudicial to the interests of the sovereignty of India or public order or morality. If any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the college shall follow the decision taken by the State Government.

No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duties at any time is not affected in any way by the influence of such drink or drug.

Obligation to maintain secrecy every employee shall maintain the strictest secrecy regarding the college's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the college's staff, unless compelled to do so by superior officer in the discharge of his duties

An employee of the college shall not, without the prior permission of the Management engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage solicit or seek any outside employment or office while on duty on leave, whether stipendiary or honorary.

No employee of the college shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the college, except with the prior permission of the Management.

An employee shall not solicit or accept any gift from a constituent of the college or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

7.2 Discipline

An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of this detention/ conviction by an order of the Management and shall remain under suspension until further orders.

An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so.

In a case where in a number of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Management got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Management.

Chapter 8-- WORK LOAD

- All the staff members are informed to adhere to the norms stipulated by AICTE in its hand book pertaining to work load of the faculty members for effective functioning of the department.

S.No	Designation	Workload	Total Hours
1.	Professor & Head	1 Theory + Project Coordinator	8
2.	Professor	2 Theories + Project/Lab	16
3.	Associate Professor	2 Theories + 1 Lab (Main) + 1 Lab(Assistant)	18
4.	Assistant Professor	2 Theories + 1 Lab (Main) + 2 or 1 Lab(Assistant)	20

- Two hours of tutorial, Lib/Net/TWM/ laboratory shall be counted as one teaching hour.
- The work load of the faculty members for coordinating the final year Phase I and Phase II project in all the departments shall be considered equivalent to laboratory hours.
- The workload for those faculty members who are incharge for major responsibilities in the institution such as Examinations/ Establishment/ Purchase/NAAC/NBA accreditation etc shall be reduced by the head of the department depending upon the nature of the work accordingly.
- The work load of faculty members shall be planned in a most productive manner with respect to nature of the roles, jobs and targets assigned to them by the Department/Institution.

- Faculty members shall be present in the institution during the working hours unless engaged in any official work outside.
- Faculty members shall take part in the responsibilities assigned by the Head of the Departments.
- Association Hours shall be handled by the respective association in charge of the department.
- The Department class committee meeting in charge shall arrange class committee meeting in consultation with the head of the department with prior information to all the members and student representatives. The committee shall ensure the progress of portions covered by the faculty members. Lapse in the coverage of syllabus should be brought to the notice of the HoD immediately without any delay. HoD shall take suitable action to complete the portions within the stipulated time.
- Class advisor and tutors should conduct Tutor Ward Meeting periodically. The record should be maintained by them strictly and updated after every TWM hour and shall be informed to HoD.

- Academic coordinator shall prepare the academic structure and academic calendar in consultation with the head of the department.
- Timetable coordinator shall prepare all the documents pertaining to timetable in consultation with timetable in charge of various departments, overall timetable coordinator of the institution and approval from the Head of the Department.
- The HoDs, Academic Coordinators, Timetable in charges shall not be allotted first hour in order to monitor the activities and proper functioning of the department. The timetable in charge of each department shall assist the HoD in monitoring the proper conduct of the classes.
- Faculty members who avail leave shall make alternate arrangements in advance with prior information and approval from HoD and should be informed to timetable in-charge of the respective department. The details of alternate arrangement made shall be recorded properly in the class alteration register without fail. All alternate arrangements even in case of emergency shall be reported to Head of the department well in advance, before the commencement of the class.
- When HoDs avail leave, department in charge should be assigned the responsibility and this should be intimated to the Principal.
- Classes should not be cancelled by faculty member for any reasons. Cancellation of any class if any shall be done only with the consultation of the Head of the Department. Details of cancellation of the class shall be brought to the notice of the time table in charges and documented properly. Also it should be intimated to all the concerned departments and authorities for alternate arrangements
- Tutorial hours should not be converted into theory hours. (Problems shall be solved for analytical subjects).
- Faculty members should not conduct theory class into laboratory unless it is essential in using the laboratory equipments.
- Once the timetable is finalized and approved by the HoD and Principal, faculty and staff members should abide and follow the time table strictly without any deviation.
- While choosing elective subjects, any one of the subject shall be selected in common for the entire class and leaving the rest of the subjects as two options depending on the willingness of the students.
- Classes conducted by the faculty member shall be effective, significant and focused. Control of class is anticipated from each and every faculty member. Well planned, informative, additional points, abreast of knowledge enhances effective class control

- Laboratory once allocated to the faculty member for the conduct of a practical subject will not be changed during the semester.
- Faculty members handling laboratory class should ensure the availability of the requirements in the lab before the commencement of the classes. Shortage of requirements if any should be brought to the notice of the HoDs and concerned Lab in-charges well in advance before the commencement of the classes.
- Faculty members handling the practical subject shall verify the accuracy of results of all the experiments before demonstrating and permitting the students to do experiments.
- Lab in-charges, Assisting Faculty & Lab Technicians shall find themselves in the Lab throughout the session (3 hours).
- Maintenance of the Laboratories should be verified periodically by the Lab In-charges and monitored by concerned HoDs.
- Lab In charges for all the Labs of each department shall be assigned and the Lab Allocation/Utilization schedule shall be displayed in each Lab.
- Overall time table Coordinator shall submit the Master timetable (both in hard and soft copy) to the HoDs and Principal for continuous monitoring.
- The HoDs and academic coordinator should ensure that the classes are being conducted promptly in time.
- Faculty members deputed to monitor the late comers shall do the same strictly. They should make alternate arrangements and depute a suitable faculty member during their absence.
- All the faculty members should be available in the class at least 3 minutes before the commencement of the period and shall not leave without the arrival of the next faculty member. No class shall be left without a faculty member except during interval and lunch break.