

# HR POLICY MANUAL



**KGiSL** Institute of Technology

## **KGiSL INSTITUTE OF TECHNOLOGY**

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

#365, KGiSL Campus, Saravanampatti, Coimbatore – 641 035.




  
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## **CHAPTER 1: RECRUITMENT AND PROMOTION**

### **1.1. SCREENING:**

Recruitment is normally done during April / May.

- a. The number of Vacancies for different cadres shall be communicated by the Principal / Designated Authority based on the Student Strength / Existing Faculty / Resignations or Terminations of Employee, to the Management for Approval.
- b. Vacancies shall be advertised in Leading Newspapers or Social Media and Institution Website
- c. Screening of Applications shall be done by the respective Screening Committee.
- d. Screening will be done as per the Qualification, Experience and Other Credentials prescribed by AICTE, Anna University and Selection Committee.
- e. 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. Director (A&A)
- b. Secretary of the Institution
- c. Principal
- d. Subject Expert
- e. Followed by HR Formalities.

The applications received will be Short-Listed through Technical Assessment round based on Qualification and Experience and the Short-Listed Candidates will be called for Personal Interview and Selection will be made on Merit.

### **1.3. PAY FIXATION:**

Pay for the Selected Candidates shall be recommended 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 recommended by the Selection Committee. The offer letter along with the Scale of Pay will be communicated to the Candidate Officially by HR.

### **1.4. CERTIFICATES TO BE SUBMITTED FOR VERIFICATION:**

At the time of Joining, the Employee should submit the following for Verification:

- a. SSLC Certificate.
- b. HSC Certificate.
- c. UG - Convocation Certificate.
- d. PG - Convocation Certificate
- e. M.Phil. / Ph.D. - Provisional / Convocation Certificate
- f. Genuineness Certificate
- g. All Experience Certificates
- h. Relieving Order from the Previous Employer

### **1.5. PROMOTION:**

Employee satisfying the requirements of AICTE regarding Qualification and Experience may be considered for Promotion to a Higher Grade, provided there is a vacancy available. The eligible Candidate will appear before the selection Board for Performance Appraisal and suitable decision will be arrived at. Performance review of all regular Employee who complete one or more years of Service in the Institutions will be done annually.





The Management is under no obligation to promote any one from one post to another even when an Employee acquires the minimum Qualification required for the higher post.

An Employee who is under suspension or against whom disciplinary proceedings are in progress or likely to be initiated shall not be promoted until he is unconditionally reinstated or exonerated.

## **CHAPTER 2 – RESIGNATION / TERMINATION OF SERVICE**

The Employee 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 academic year.

The Employee shall formally inform the Principal in writing either in the month of February or three months prior to the end of AY (whichever is earlier) about their intention to get relieved from the services. Employee will not be permitted to be relieved any time other than above said terms during the academic year. The Employee serving under notice period are not eligible to avail ML / OD / CPL and only one CL per month shall be availed. During the notice period no CL / OD / VL / ML / CPL in their credit will be taken into account.

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

- a. Serious misconduct and willful negligence of duty
- b. Gross insubordination
- c. Physical or mental unfitness
- d. Participation in any criminal offense involving moral turpitude

In such termination case, the Employee shall not be eligible for any terminal benefits.

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

## **CHAPTER 3 – WORKING HOURS, ATTENDANCE AND DRESS CODE**

### **3.1 HOURS OF WORK:**

The regular working hours for the Institution shall be 8.30 AM to 5.00 PM during weekdays. Depending upon the exigencies of the work, Employee concerned are expected to be available beyond the office hours indicated above. In addition, first Saturday of each month and all Sundays will be a holiday.

### **3.2. ATTENDANCE:**

All Employees are required to record their attendance at the Office / designated place both in the Morning & Evening.

### **3.3. DRESS CODE:**

All Male Members of the Employee are required to wear full trousers with full- sleeved shirts tucked in, and are expected to be in shoes. The lady Employee are required to be dressed in saree. All have to wear the ID card inside the campus.



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## **CHAPTER 4 – LEAVE POLICY**

Academic year begins on the First Working Day of the Institution and ends on the Last Working Day of the College

### **4.1. CASUAL LEAVE:**

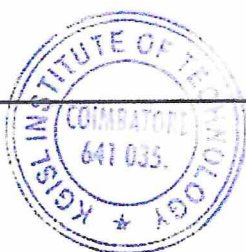
- a. All employees shall be governed by the leave rules as may be prescribed by the Institution governing committee, from time to time.
- b. All Employees are eligible for One day casual Leave for every completed Month of Service. Casual Leave thus earned can be accumulated during the Calendar year.
- c. All Employees 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.
- d. All employees, 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 Employee or other person Employed in this Institution shall inform the HoD and Principal's office through phone and shall submit the leave form on the 1st day of joining duty after such absence making suitable alterations on the assigned duties.
- e. All employees shall submit the casual leave application through proper channel, indicating the nature of work affected and adjusted.
- f. 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.
- g. Casual leave shall not be combined with any other leave such as Medical / Maternity / or any other special leave.

### **4.2. ON DUTY LEAVE:**

- a. Employees who have completed 6 months of service are eligible for 10 days of examination related On-Duty leave in an academic year such as valuation work, (Theory and Practical), External invigilation work, University Representative to other College, Flying Squad etc, visiting University for official works, etc.. Based on request from the University, the Principal will have the authority to approve additional 5 days of On-Duty to a certain Employee based on work requirement. Any additional academic OD will be only with approval of both the Director (A&A) and Secretary.
- b. In addition, Employees who have completed 1 year of service are eligible for 10 days of Professional Development OD per year. This can be availed by Employee for attending FDPs, Conferences / seminars / workshops, Research / Project execution / Collaborations / Visiting Industries / Consultancy / Professional Networking visits / Meetings etc, with approval of Principal, on recommendation of respective HoDs. Any additional ODs in this category can be granted only with the approval of both the Director (A&A) and Secretary, with recommendation of the Principal.

### **4.3. MEDICAL LEAVE:**

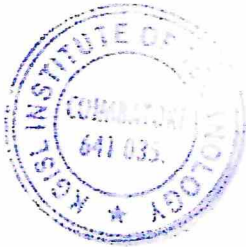
- a. Employees who have completed one year of service in our Institution are eligible for 12 (Twelve) days Medical Leave (ML) in a Calendar Year.
- b. The medical leave shall be availed on medical grounds for sick leaves more than two days only. It is to be supported by a medical certificate to the satisfaction of the Institution authorities.
- c. Every Employee or other person while availing such medical leave shall submit a leave application along with a medical certificate from a Registered Medical Practitioner.
- d. 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.






## 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.



  
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