K.RAMAKRISHNAN
COLLEGE OF ENGINEERING
An Autonomous Institution
Permanently Affiliated to Anna University Chennai, Approved by AICTE New Delhi,
ISO 9001:2015, 14001:2015 certified institution, Accredited by NBA and with A grade by NAAC
Samayapuram, Tiruchirappalli – 621 112, Tamilnadu, India.

HR POLICY MANUAL

CONTENT

CHAPTER	DESCRIPTION	PAGE
	VISION	**4**
	MISSION	4
	QUALITY POLICY	**4**
1	**SERVICE RECORDS**	
	1.1 SERVICE CONDITION FOR THE STAFF	**5**
2	**METHOD OF RECRUITMENT**	
	2.1 SCREENING	**7**
	2.2 INTERVIEW	**7**
	2.3 PAY FIXATION	**7**
3	**PROVISIONS & RULES REALTING TO LEAVE/ PERMISSION**	
	3.1 OBJECTIVE	**9**
	3.2 ELIGIBILITY & APPLICABILITY	**9**
	3.3 GENERAL POLICIES	**9**
	3.4 CASUAL LEAVE (CL)	**10**
	3.5 COMPENSATORY LEAVE	**10**
	3.6 ON DUTY (OD)	**11**
	3.7.VACATION LEAVE	**11**
	3.8 MARRIAGE LEAVE (ML)	**13**
	3.9 LEAVE ON LOSS OF PAY(LOP)	**13**
	3.10 MATERNITY LEAVE (MTL)	**13**
	3.11 PATERNITY LEAVE (PTL)	**13**
	3.12 STUDY LEAVE (SL)	**14**

	3.13 RULES REALTING TO APPLY FOR PERMISSIONS	**14**
4	**CONDUCT & DISCIPLINE**	
	4.1 CONDUCT	**15**
	4.2 DISCIPLINE	**16**
5	**APPEALS AND REVIEWS**	**17**
6	**GENERAL**	**18**
7	**DEPARTMENT**	**19**
8	**CLASS ROOM TEACHING**	**20**
9	**LABORATORY**	**22**
10	**TEST / EXAM**	**23**
11	**STUDENT - FACULTY REPORT**	**24**
12	**PROVIDENT FUND**	**25**
13	**HIGHER EDUCATION TO STAFF MEMBERS**	**26**
14	**STAFF WELFARE FUND**	**27**
15	**STAFF TOUR AND DINNER**	**29**
16	**STAFF SPORTS**	**30**
17	**INCENTIVES**	**31**
18	**YEARLY INCREMENTS**	**33**
19	**RULES OF TRAVEL ALLOWANCE**	**34**
20	**GROUP INSURANCE POLICY**	**36**
21	**RESIGNATION / TERMINATION OF SERVICE**	**37**

Vision

To achieve a prominent position among the top technical institutions

Mission

1. To bestow standard technical education par excellence through state of the art infrastructure, competent faculty and high ethical standards.
2. To nurture research and entrepreneurial skills among students in cutting edge technologies.
3. To provide education for developing high-quality professionals to transform the society.

Quality Policy

We, at M/s. K.Ramakrishnan College of Engineering are committed to the Society by making our Students to live a purpose as responsible citizens with Ethical Values through provision of Quality Technical Education and continual improvement to become a World Class Technological University.

CHAPTER 1 - SERVICE RECORDS

The Published service Rules, Policies & Procedures with year of publications:

This HR Policy has been made for K. Ramakrishnan College of Engineering. It replaces all previous Personnel and Employee HR Policies, as well as any related policies, procedures, benefit statements, and memoranda whether written, oral, or established through practice, that were in effect from 2014 onwards. This document represents the updated Version 3 of the HR Policy and shall be effective from 2018.

1.1 SERVICE CONDITIONS FOR THE STAFF

1.1.1 Every member of the faculty shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

1.1.2 Every member of the faculty shall devote their professional services to the Institution with honesty, efficiency, diligence, and integrity, and shall faithfully carry out the directions and instructions issued by the Principal, Designated Authority, or any other authorized officer under whose supervision they may be placed from time to time. The faculty member shall discharge all duties and responsibilities associated with the position and perform all functions, tasks, and obligations that may be assigned or are incidental to the proper discharge of the responsibilities of the office.

1.1.3 Every member of the faculty shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Designated Authority.

1.1.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

1.1.5 Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

1.1.6 Staff should be available in the college premises during the entire period of office hours, on all working days.

1.1.7 If a staff member on any kind of leave/vacation has to be out of station, he / she should intimate the Principal / Designated Authority about his / her exact out station address and phone numbers in his / her leave / vacation application.

1.1.8 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his / her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

1.1.9 For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.

1.1.10 In any meeting or assembly, decorum should be maintained and difference of opinion if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

1.1.11 Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

1.1.12 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he / she shall settle the account within 10 days from the date of drawl of advance or within 7 days after the completion of the event. Failing which, the advance shall be adjusted from his / her salary.

1.1.13 Staff Members, if / when resigning their job, shall hand over their responsibilities before getting NOC from all the departments concerned.

1.1.14 Staff Members, if / when resigning their job, shall intimate to higher officials through proper channel in the month of February.

1.1.15 All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

CHAPTER 2 - METHOD OF RECRUITMENT

2.1 SCREENING

2.1.1 Recruitment is normally done twice in a year during April / May and October / November.

2.1.2 Number of vacancies is notified by Principal / Designated Authority based on student strength / resignations or terminations of staff members, to the management for approval / information.

2.1.3 Vacancies are advertised in leading English Newspapers.

2.1.4 Screening of applications is done by the screening committee of the respective department.

2.1.5 Short listed candidates are informed through telephones by respective Department.

2.1.6 At times, Walk- in interview will also be conducted for immediate postings.

2.2 INTERVIEW

2.2.1 First Round (Written Test) is conducted by department with technical and communication questions.

2.2.2 Second Stage of Interview Committee consists of Designated Authority, Academic Council members and various Heads of the department. Selection is based on attitude, communication skill, class control etc.,

2.2.3 Third Stage of Interview Committee consists of Principal, Director/Designated Authority, Academic Council members, respective Heads of the department and subject experts. Selection is based on the Technical Skill and Depth in subject knowledge.

2.2.4 The short listed candidates from the Third Stage of interview shall be called for personal interview and selection be made on merit.

2.2.5 Direct interview is conducted for senior posts. Selection committee shall be constituted by the designated authority as per the guidelines approved by the Governing Body.

CHAPTER 3- PROVISIONS & RULES RELATED TO LEAVE / PERMISSION

3.1 OBJECTIVE

3.1.1 To communicate the leave entitlements and provide guidelines for availing these leave.

3. 2. ELIGIBILITY & APPLICABILITY

3.2.1 All employees on regular rolls of the Institute.

3.3 GENERAL POLICES

3.3.1 **For the purpose of leave, "Year" shall mean the Academic Year starts on 1st July and ending 30th June**.

Categories of leave available to the employees are:

- Casual Leave (CL)
- Compensatory Leave (COL)
- On duty (OD)
- Vacation Leave (VL)
- Leave on loss of Pay (LOP)
- Marriage Leave (ML)
- Maternity Leave (MTL)
- Paternity Leave (PL)
- Permission

3.3.2 KRCE provides different kinds of leave to meet with the various eventualities of its employees. Availing of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimum on the normal functioning of the college.

3.3.3 Leave of any kind shall be availed only after obtaining prior approval from the competent authority. Employees shall submit their leave applications through the prescribed online system at least one day in advance, ensuring proper arrangement of duties and a smooth handover of responsibilities. Even for CLs, intimation by telephone, SMS or E-mail is to be given to the Head of the department / institution, if prior sanction cannot be obtained for justifying reasons.

3.3.4 Leave accounts of all staff members are maintained in the HR Office.

3.3.5 Sanctioning authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to Heads for administrative convenience. Designated authority of the college is the competent authority to sanction leave of the Principal.

3.3.6 All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules.

3. 4. CASUAL LEAVE (CL)

3.4. 1 Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (1st of July to 30th of June). Staff members can avail maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (July - December), EVEN Semester (January – June).

3.4. 2 However, if an employee joins service during the course of an academic year, Casual Leave (CL) shall be granted in proportion to the period of service rendered during that academic year. One day of Casual Leave shall be credited upon the completion of each month of service.

3.4. 3 CL cannot be carried over to the next year if it is not availed during that academic year.

3.4. 4 Casual leave is to be ordinarily applied in online at least 2 days in advance. The classes and other duties if any, to be assigned to other competent staff. However, if casual leave is taken on any emergency, the same has to be informed to the HOD as well as to the Principal's office at the earliest.

3.4. 5 Any leave taken without prior intimation and approval, or leave availed due to unforeseen circumstances for which the required approval is not obtained within 24 hours as prescribed under the rules, shall be treated as Leave Without Pay (Loss of Pay).

3. 5. COMPENSATORY LEAVE (COL):

3.5. 1 All employees are eligible to avail Compensatory Leave for work performed in the field or at the place of duty on official holidays to complete assigned work.

3.5. 2 Prior approval is to be obtained in writing from the Principal or his / her nominee for work on holidays and the same is to be noted to administrative & HR office. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within a day from the date / period of carrying out such work.

3.5. 3 To avail COL for full day, need to work for a minimum of 8 hours, as the same applied for half day, work with minimum of 4 hours.

3.5. 4 Compensatory leave may be availed within 1 month of the work. The unavailed COL after 1 month from the actual date of working will automatically lapse.

3.5. 5 Compensatory leave cannot be split into half days.

3.5. 6 Compensatory leave will not be granted to any staff for Educational Tours, University Practical Examinations, Accreditation related work, Inspection of

AICTE / University and other bodies, etc. Remunerative work is included from the provision.

3.5. 7 Maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in an academic year.

3.6. ON DUTY (OD)

3.6. 1 The College can permit any faculty member to take special assignments with other Colleges or industrial units for specific period of time or to attend Seminars / Faculty Development Programmes / Winter or Summer training programme with prior approval from the Head of the Department and Principal / designated authority

3.6. 2 Faculty can avail 14 days ON DUTY in an academic year for the purpose of attending Central Valuation / to act as External Examiner for practical examinations / Exam Invigilators in other colleges connected with university during the college working days. The Faculty members can avail maximum of 3 days continuous ON duty for Valuation / invigilation / Practical Examinations related works.

3.6. 3 Faculty members can avail 7 days ON DUTY in an academic year for attending Seminar, Workshop, FDPs, NPTEL Exams and conferences. The Faculty members can avail maximum of 4 days continuous ON duty for external participation.

3.6. 4 Faculty members pursuing Ph.D. with external Supervisor can avail 12 days ON DUTY in an academic year.

3.6. 5 Faculty members pursuing Ph.D. with Internal Supervisor can avail 9 days ON DUTY in an academic year.

3.6. 6 Faculty members acting as Doctoral Committee Member and Subject Expert for Ph.D. viva voce examination can avail ON Duty.

3.6. 7 Any other On-Duty (OD) assignments related to college work, up to a maximum of 20 days in an academic year, may be granted only with the specific approval of the Executive Director, Principal and HOD

3.6. 8 OD is to be ordinarily applied at least 2 days in advance with evidence through HOD to HR Department and Principal. The classes and other duties if any, are to be assigned to other staff members

3.6. 9 OD taken without proper intimation and approval, shall be considered as leave with Loss of Pay.

3.6. 10 If OD Leave taken excessively, that shall be converted to Leave With Loss of Pay

3.6. 11 The Principal shall have the right to cancel the OD sanctioned previously in th event of emergency requirements of the college.

3.7. VACATION LEAVE (VL)

3.7. 1 These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Principal / Designated Authority

3.7. 2 Vacation Leave (VL) is applicable to only the members of the Faculty (Teaching Staff) with eligible service.

Eligible Service	No of Days
Above 2 years	42 days (21 Days winter + 21 Days summer)
1 year to 2 years	28 days (14 Days winter + 14 Days summer)
0.7 year to 1 year	14 days (7 Days winter + 7 Days summer)

The Vacation Period is defined as

- Winter - November to December
- Summer - April to June

3.7. 3 However, Vacation Leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation to ensure smooth functioning of the college.

3.7. 4 The staff member has to apply VL in advance – The HoDs will submit the Vacation Slot to the HR Dept. and Principal for approval before any VL is granted. While doing so, He / She shall ensure that the Department is completely manned during the Vacation Period so that No Department work is hampered.

3.7. 5 VL cannot be combined with any other Leave.

3.7. 6 If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal, the same can be utilized at a later part of the year, subject to approval.

3.7. 7 VL can be availed in two spells. When all or majority of the staff are opting for same spell and if the HOD feels that it would disrupt the normal function of the department, the HOD can direct the staff to avail VL without affecting normal work.

3.7. 8 The staff, after giving option for the slot(s), will not be allowed to change the slots under any circumstances. For the purpose of calculating number of days of Vacation Leave, all declared holidays and Sundays (prefix, suffix and intervening) will be included.

3.7. 9 It will be the responsibility of each faculty to see that their academic commitments like invigilation work, correction of Preparatory Exam papers, conduct of semester coaching classes and centre valuation are not disrupted while they are proceeding on vacation leave.

3.7. 10 Any un-availed part of VL cannot be carried over to the next academic year.

3.7. 11 A faculty member who has completed two year of service in KRCE can avail 1 week of vacation leave out of his/her eligible days for any medical reasons which warrant hospitalization during the academic year. The records pertaining to their hospitalization should be produced while returning to duty.

3.7. 12 The Vacation leave of a staff member can be cancelled by the authorities concerned if the presence of the staff becomes necessary for official work,

3.7. 13 Once Vacation leave has been announced by Principal, the VL eligible faculties are not allowed to avail ON Duty.

3.8. MARRIAGE LEAVE (ML)

3.8. 1 A Male / Female employee of the institution who has completed at least 2 years of continuous and satisfactory service, is eligible to apply Marriage Leave for a maximum of one week from the Vacation Leave, subject to prior approval of the Principal / Designated Authority.

3.8. 2 The Marriage leave can be combined with maximum of 3 days of CL

3.8. 3 The staff member concerned shall apply for Marriage Leave in advance. This leave can be used with public holidays prefixed and /or suffixed.

3.9. LEAVE ON LOSS OF PAY (LOP)

3.9. 1 Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay

3.9. 2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If such LOP is more than 10 days at a stretch in a year, it will be considered as a Break-in-Service, unless supporting documents in evidence of justifying the excess leave are provided. The decision of the Principal shall be final in such case.

3.9. 3 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 / OD / other leaves in the next academic year.

3.10. MATERNITY LEAVE (MTL)

3.10. 1 A woman employee of the institution who has completed at least 2 years of continuous and satisfactory service, is eligible for Maternity Leave (MTL) for a maximum of 90 (Ninety) days, subject to prior approval of the Principal / Designated Authority with one month salary.

3.10. 2 Any additional leave beyond the above will be reckoned as leave on LOP, for maximum of 3 months. Maternity leave will be available only for a maximum of 2 times during the service of the employee. The MTL sanctioned shall be availed on a continuous basis and cannot be availed in installments.

3.10. 3 The employee shall inform the HOD & Principal at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

3.11. PATERNITY LEAVE (PL)

3.11. 1 A Male employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Paternity Leave (PTL) for a maximum of 3 (Three) Days, subject to prior approval of the Principal / Designated Authority. The CL for maximum of 2 days can be clubbed with PL.

3.11. 2 The PL sanctioned shall be availed on a continuous basis and cannot be availed in installments

3.11. 3 An employee can avail PTL only on two (2) occasions in his entire service period.

3.11. 4 The decision of the Principal / Designated Authority will be final in sanctioning of PL.

3.12. STUDY LEAVE (SL)

3.12. 1 A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve KRCE on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond
.

3.12. 2 Study leave shall ordinarily be granted only to the faculty who have completed at least 3 years of service.

3.13. RULES REALTED TO APPLY FOR PERMISSION

3.13. 1 Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

3.13. 2 If the number of permission for short absence exceeds 2 in a month, it shall be considered as half day CL for the 3rd permission.

3.13. 3 **PERMISSION TIMINGS**:

- ✓ MORNING – 8.45 AM - 9.45 AM
- ✓ EVENING – 4.00 PM – 5.00 PM

Late Permission:

- ✓ MORNING – 8.45 AM - 8.55 AM

3.13. 4 Permission has to be applied and approved by the authorities in prior to avail it.

CHAPTER 4 - CONDUCT & DISCIPLINE

4.1 CONDUCT

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

4.1.2 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.

4.1.3 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.

4.1.4 Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.

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

4.1.6 No employee shall join or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

4.1.7 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.

4.1.8 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 a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

4.1.9 An employee of the College shall not, without the prior permission of the Principal/Designated Authority, 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 or on leave, whether stipendiary or honorary.

4.1.10 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 Secretary.

4.1.11 Acceptance of gifts - 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.

4.2 DISCIPLINE

4.2.1 The Executive Director or any other competent authority may place an employee under suspension when disciplinary proceedings against him / her are contemplated or are pending or a case against him / her in respect of any criminal offence is under investigation, inquiry or trial.

4.2.2 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 is removed from the service with immediate effect.

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

CHAPTER 5 - APPEALS AND REVIEWS

5.1 The staff members of the College are welcome to submit their appeals or grievances if any to the PRINCIPAL for review and redressal.

CHAPTER 6 - GENERAL

6.1 The Faculty Member should come to the college at least 10 minutes before the commencement of classes (8.45 am) and should leave the college not earlier than 20 minutes after the end of the last hour (4.40 pm).

6.2 All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

6.3 Faculty Members are expected to update their knowledge by attending Seminars / Workshops / Conference after obtaining necessary permission from the Principal / Management.

6.4 Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals and Conferences.

6.5 The Faculty Members are expected to prepare himself / herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his / her beneficial influence in building up the personality of students and he / she should associate himself / herself actively with such extra-curricular activities which he / she is interested in or assigned to him / her from time to time.

6.6 Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings

CHAPTER 7 - DEPARTMENT

7.1 Faculty members shall maintain regular communication with the Head of the Department (HOD) regarding their professional activities and, where relevant to their employment or institutional responsibilities, any personal circumstances that may affect the discharge of their duties.

7.2 Work load will be allotted by the HOD after taking into account of the Iterests of the Faculty Members.

7.3 In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal in curricular, co-curricular or any extracurricular activities.

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

7.5 A faculty member appointed as Class Advisor 1 / Class Advisor 2 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.

7.6 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 appropriate alternate arrangements suggested.

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

7.8 The Faculty Advisor must update the Student's Personal File regularly and put up for inspection by HOD/Principal as the case may be.

CHAPTER 8 - CLASS ROOM TEACHING

8.1 Once the subject is allotted, the Faculty Member should prepare the Lesson Plan lecture hour wise.

8.2 The Faculty Member should get the Lesson Plan and Course File approved by HOD. The course file should consist of preface, previous year university question papers, notes, hand outs, test/exam question papers, two model answer scripts for each test/exam, Assignments (if any) etc.,

8.3 The Faculty Member's Log Book must be regularly updated and put up for inspection by HOD/Principal as the case may be.

8.4 The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

8.5 Faculty members should focus on principle, objective, examples, applications, advantages, recent trends and scope for their subjects.

8.6 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

8.7 The Faculty Member should engage the full 50 minutes and should not leave the class early.

8.8 The Faculty Member ideally should recapture the lessons of the last lecture, for first 5 minutes, tell what is going to learn in another 5 minutes, then explain the lecture well up to 35 minutes and conclude and say what we will see in the next class in the last 5 minutes.

8.9 The Faculty Member should cultivate to include humor in the lecture to break the monotony.

8.10 The Faculty Member should practice / rehearse the lecture well before going to the class.

8.11 The Faculty Member should encourage students asking doubts / questions.

8.12 The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.

8.13 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

8.14 In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of actual class.

8.15 The Faculty Member shall give possible 2- Mark questions with answers and 16 marks Questions for each unit.

8.16 The Faculty Member should sign in the Class Log Book every day after he/she finishes the lecture.

8.17 The Faculty Member should interact with the class coordinator or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.

8.18 The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.

8.19 The Faculty member should spend minimum 2 hours for browsing and regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.

8.20 The Faculty Member should make himself / herself available for doubt clearance.

8.21 The Faculty Member should motivate the students and bring out the creativity / originality in the students.

CHAPTER 9 - LABORATORY

9.1 The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

9.2 The Faculty Member going for laboratory class should ask minimum 5 viva-voce questions to each student regarding their experiments.

9.3 Whenever possible, additional experiments to clarify or enlighten the students must be given.

9.4 The lab observations / records must be corrected within 2 days and students should complete their record works before coming to the next class.

CHAPTER 10 - TEST / EXAM

10.1 While setting question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit to HOD for approval.

10.2 During invigilation, the Faculty Member should be continuously moving around. He/ She should watch closely so that nobody does any malpractice in the exam / test.

10.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class coordinator and HOD concerned in the case of cycle test / Model Examination).

10.4 The test papers must be corrected within three days from the date of examination and the same to be submitted to the IQAC for verification and the marks should be submitted to the HOD for forwarding to Principal with remarks.

10.5 The faculty members should be fair and impartial in awarding of internal marks to students or in selecting the outstanding students of the Department / College and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing with region, language, religion, caste, status of parents, personal relations etc.,

CHAPTER 11 - STUDENT - FACULTY REPORTS

11.1 The Faculty Member should have a good relationship with the students.

11.2 As soon as the Faculty Member enters the class, He / She should take attendance. If anybody enters late, the student may be permitted to attend the class but marked absent. In case of repeaters or habitual late comers the teacher should try to correct the student through personal counseling and if it does not bring any change the student must be directed to meet the class coordinator / HOD.

11.3 The Faculty Member should act with tact and deal with insubordination by students maturely.

11.4 The Faculty Member should be strict but not harsh. Never use harsh words which would hurt the feeling of the students.

CHAPTER 12 - PROVIDENT FUND

12.1 The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

CHAPTER 13 - HIGHER EDUCATION TO STAFF MEMBERS

13.1 Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored on seniority basis.

13.2 Faculty member can avail study leave for completion of their course and the period will be considered for their experience in this institution.

13.3 Non Teaching Staff Members are also allowed and sponsored for their higher studies with consideration.

CHAPTER 14 - STAFF WELFARE FUND

14.1 Staff welfare fund is used to lend to all teaching and non-teaching staff members without any interest.

14.2 Staff members can repay their loan amount through their salary with a maximum of six installments for teaching and four installments for non-teaching staff members.

Terms & Conditions

Teaching Staff Members

- Teaching Staff members with **one year** experience and above in KRCE can avail **one month** salary or Rs **30, 000**/- as their loan amount whichever is **lesser**.
- Number of installments is limited up to **four** months.
- Teaching staff members with more than **two years** of experience in KRCE can avail **two month's** salary or Rs **50,000**/- as their loan amount whichever is **lesser.**
- The number of Installments is limited to **Six Months**.

Non Teaching Staff Members

- Non-Teaching Staff members with experience of **one year** and above in KRCE can avail **50%** of their salary as their loan amount.
- Number of installments is limited up to **two** months.
- Non-Teaching staff members with more than **two years** of experience in KRCE can avail **one month** salary as their loan amount.
- The number of Installments is limited to **four** Months.

General Conditions

- Processing and sanctioning of loan is in the ratio of **6-4** between teaching and non-teaching staff members.
- Sanctioning of loan is based on the availability of funds.
- The issuance of sanctioned loan Cheque will be in the **second** and **fourth Friday** of every month.
- Teaching members can avail a new loan after a period of **three months** from the repayment of the existing loan.

- Non-Teaching members can avail a new loan after a period of **two months** from the repayment of the existing loan.
- In emergency situations, the above conditions may be overruled with the recommendation of the Principal's Office.

CHAPTER 15 - STAFF TOUR AND DINNER

15.1 Staff Tour is arranged for all teaching and non teaching faculty members once in a year

15.2 Accommodation is provided for teaching and non teaching staff members at free of cost in hotel.

15.3 Dinner for all the teaching faculty members shall be arranged once in a year.

15.4 High tea is arranged for all teaching and non teaching faculty members on New Year and Teacher's day.

15.5 Sweets are distributed to all the teaching and non teaching faculty members for Diwali Celebrations.

15.6 Crackers are distributed to the staff members during Diwali at a nominal price.

CHAPTER 16 - STAFF SPORTS

16.1 Staff sports are conducted during the sports day and the winners are awarded with shields and medals.

16.2 Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.

CHAPTER 17 - INCENTIVES

17.1 Faculty members are financially supported for presenting papers in conferences / attending Seminars, Workshop, FDP, SDP etc., with full registration fee and TA/DA as under

MAXIMUM AMOUNT LIMIT PER PERSON FOR ACADEMIC YEAR:

S.NO	YEARS OF EXPERIENCE @ KRCE	AMOUNT / YEAR [Rs.]
1	Up to 5 years	4000
2	5 years – 8 years	6000
3	More than 8 years	10000

- As per norms the maximum amount limit sanctioned with full registration fee and TA/DA for (i) National Conference Rs. 4,000 (ii) International conference within India Rs. 6000 (iii) seminar, workshop, FDP, SDP etc Rs. 2,500 per participation.

- Faculty members are allowed for International conference outside India with sponsorship from AICTE (Travel Grant) along with management sponsorship subject to a maximum of Rs.50,000. Maximum of 4 members shall be permitted to attend international conference in abroad subject to the basis of merit with Principal approval

17.2 The Lab Technicians / Demonstrators are financially supported for presenting paper in conferences, attending seminars and workshops with maximum amount of Rs.1000/- .

17.3 Faculty members acting as wing in-charges can avail food concession in Mess.

17.4 Faculty members will be given an additional incentive of Rs.1000 per month, if they have qualified in SET/NET.

17.5 Teaching staff member can avail one way transportation and free accommodation in college Hostel.

17.6 Non teaching staff members can avail free transportation.

17.7 Reimbursement of NPTEL exam fees for faculty members who have successfully received Elite Certification

17.8 Teaching and Non teaching staff members can avail ON Duty for external Sports events with TA/DA.

Children Education Allowance for Non teaching staff

The non teaching staff members are provided with financial assistance for their children's Education as furnished below,

S.No	Standard	Fund (Rs.)
1	Pre KG to 5th Std	11000
2	6th to 8th Std	13000
3	9th to 10th Std	13500
4	11th to 12th Std	15500
5	Degree	17000

CHAPTER 18 - YEARLY INCREMENTS

18.1 Staff members are eligible for increments prescribed at the end of 12 Month service in the institution.

18.2 Additional Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations, students Feedback , Journal Publication at the discretion of the Management

CHAPTER 19 – RULES OF TRAVEL ALLOWANCE

19.1 All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal.

The Travel allowance eligible for various categories are listed below:

Table 19.1 Travel allowance

Category	Travel Class	Road mileage if traveled by Own car. Rs. per km	Dearness Allowance with accommodation	Dearness Allowance without accommodation
Dean / Professor ASP / CFO	Rail II AC (2A)	7.00	Rs. 2000/-	Rs. 500/-
AP / SL / AO/ Manager	Rail III AC (3A)	SETC Bus fare	Rs. 1250/-	Rs. 300/-
TA	Rail II Class (SL)	SETC Bus fare	Rs. 800/-	Rs. 300/-
Supporting Staff	Rail II class (SL)	SETC Bus fare	Rs. 550/-	Rs. 250/-

19.2 Subject to limits prescribed in the schedule above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.

19.3 Higher class of travel or accommodation is permissible only on special sanction.

19.4 Air fare shall be approved only on special occasions and on prior approval.

19.5 Travel shall always be made only on the shortest route.

19.6 If cancellation is made on genuine reasons on order from the sanctioning authority, cancellation charges shall be reimbursed

19.7 Travel claim / settlement shall be made within 2 days after completion of travel.

19.8 If cancellation is made by the staff, the advance drawn if any should be immediately refunded within a day.

19.9 DA shall be calculated at the rate of 50% for 5 hrs to 12 hours and 100% for more than12 hours. 25% shall be paid for period less than 5 hrs.

19.10 60% of DA shall be claimed if the bills are not submitted and submission of bills will be exempted upto 10% of eligible amount.

19.11 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

CENTER 20 - GROUP INSURANCE POLICY

20.1 The management has taken personal accident insurance policy for our faculty members with the following benefits.

- Faculty personal accident hospitalization expenses can be claimed up to a maximum of Rs. 2,00,000/-
- If faculty death occurs due to Personal accident Rs.5,00,000- can be claimed.
- To claim the insurance amount, the intimation shall be given to the office immediately after the incident.

CHAPTER 21 – RESIGNATION / TERMINATION OF SERVICE

21.1 Faculty member can get relieved at the end of an academic year with three month notice after completion of 2 years of service in the college.

21.2 In case of resignation during the middle of an academic year He / She has to pay a 3 Month salary to the Institution.

21.3 The Designated authority shall have the authority to terminate the services of a member of the staff of the college, for any of the following reason

a. Serious misconduct and willful negligence of duty.

b. Gross in subordination.

c. Physical or mental unfitness and

d. Participation in any criminal offence involving turpitude

21.4 In such termination cases, rule 1 will not be applicable and the staff member will not be eligible for any benefit.

21.5 If the management wants to relieve any faculty from the service for the reasons other than rule 3, he/she will be given 1 month salary or 1 month notice. In addition he/she will be given 5 days of additional leave to attend job interview during the notice period.

21.6 The employee shall not be granted any leave except casual leave during the notice Period.

ANNEXURE – I

ROLES & RESPONSIBILITIES

Principal: As the head of the institute, principal should have the vision and leadership ability to ensure the continuous growth of the institute. .

Academic:

i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of Head of the Departments.
ii. To plan and take the necessary actions for improvement for producing better academic results.`
iii. To promote industry institution interaction, research & development activities.
iv. To maintain cordial relationship with staff members, students, parents and with all those connected to the institution both directly and indirectly.

Administration

i. To conduct the periodical meetings with the HoDs & faculty members for effective administration of the institution.
ii. To make the employees and students aware of the rules, policies and procedures laid down by the institution and see to it that they are enforced.
iii. To initiate recruitment of teaching and non-teaching staff members as per rules laid down by the institution.
iv. Approves and ensures the implementation of the department's & Institute's academic calendar for Odd and Even Semester.
v. To sanction the leave of the faculty members as per the norms.
vi. To reviews internal test analysis reports and initiates necessary corrective actions.
vii. Collects Suggestions from the suggestion and to review periodically, and appropriate actions shall be taken with the approval of the top management, wherever necessary.
viii. Periodically conducts department level SWOT Analysis and take necessary action for further improvement.
ix. To monitor the institute website with complete information.
x. To execute any other work assigned by the management.

Finance

i. To recommend allocation of budget for the departments as requested by the Head of Departments to the Governing body.

ii. To authorize for cash advances for urgent purchases required in the institute.

iii. To ensure that all financial transactions are conducted as per the norms.

Promotion of Co-curricular and Extra-curricular and Strategic Activities

i. To prepare long term and short term plans (concrete documents) and present to the top management.

ii. To monitor and promote technical, non-technical, co-curricular and extra-curricular activities like seminars, workshops, cultural and sports events with the assistance of HoDs and staff members.

iii. To maintain the infrastructure of the institution with the help of concern staff and protecting the life and property of all those connected with the institution.

iv. To monitor the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, Government, Anna University, etc.,

HEAD OF THE DEPARTMENT

HOD will be

- Monitoring the proper functioning of the Department as per the education policies formulated by the college.
- Reporting to the Principal on a daily basis regarding the activities undertaken for the progress of the department.
- Allocating the academic roles and responsibilities equally among the members of faculty.
- Surveiling the effectiveness of teaching and learning process with the help of lesson plan, students' attendance periodically.
- Finalizing the portion for the internal examinations and ensuring the completion of the portion before every examination.
- Directing the faculty members to prepare and upload the question bank for their course in CAMU Web Portal for generating internal exam question and approving the question paper two days before the commencement of the exam.
- Directing the faculty members to evaluate the exam papers of their classes before arranging the review meeting.
- Reviewing the performance of the students in the internal examination and making arrangements for remedial coaching class to the slow learners if necessary.

- Arranging review meetings with the principal for appraising the performance of all the students in the internal examination.
- Ensuring whether the class advisors concerned have apprised the parents of their children's internal exam performance and Fixing date and time for the parents meeting.
- Monitoring the progress of the students in both co-curricular and extra-curricular activities.
- Ascertaining the overall progress of the faculty members in teaching and learning process and in research activities.
- Initiating Department association activities and club activities through faculty coordinators and motivating the students to take part actively.
- Ensuring the adequacy and proper maintenance of the laboratory equipment periodically.
- Preparing the budget proposal for the department including department lab infrastructure and submitting it to the principal each year.
- Addressing students' grievances and providing proper counseling to the students whenever necessary.
- Monitoring mentor-mentee system at regular intervals and ensuring whether due importance is given to the same.
- Ensuring the proper maintenance of all the department files with the help of the faculty in-charges.
- Organizing motivational programs and special guest lectures by inviting eminent personalities for the betterment of the students.
- Ensuring the release of the newsletter of the department covering the accomplishments of the students and the faculty members.
- Ensuring the discipline of the faculty members and students by being disciplined.

TEACHING FACULTY MEMBERS

All members of the faculty need to

- Prepare Lesson Plan for the subjects assigned using academic calendar and get approval from the Head of the Department.
- Choose appropriate mode of delivery for their subjects to make the teaching and learning process more interactive and interesting.

- Maintain students' attendance for every hour through CAMU web portal both for theory and lab classes.
- Check the students' assignment completion status periodically.
- Demonstrate the experiments to the students at first and make them to do the experiments later by following the procedures given during lab hours.
- Verify the record completion by the students before every lab hour.
- Complete the portion before every internal examination as per the lesson plan and encourage the students to score good marks.
- Prepare question bank for their course and upload it in CAMU web portal for generating internal exam question paper.
- Evaluate the Internal exam papers within 3 days and submit the mark statements to the HOD.
- Attend review meeting with HOD and the Principal for every exam and explain their students' performance in their subject.
- Identify the slow learners of their subject and conduct appropriate remedial coaching classes to improve their performance in the next exam.
- Monitor the performance of the slow learners in every examination.
- Guide the students to do their mini projects and final year projects effectively.
- Act as a mentor for maximum of 20 students and maintain those 20 students' profile with proper care.
- Motivate the students to take part in co-curricular and extra-curricular activities and counsel them whenever necessary.
- Help the students in all the activities to promote self-confidence and create a better learning environment among the students.
- Take up additional academic roles and responsibilities like class advisor, Department lab in-charge, timetable in-charge, AICTE/Affiliation in-charge, NBA, NAAC in-charge etc., as per the allocation done by the HOD.
- Carry out research work in their area of specialization and bring out articles for publications in International / National Journals / Conferences.
- Work on book publications, funded projects, patent filing, applying grants etc.,
- Participate in workshops, seminars, FDPs, other training programs etc., organized by other reputed institutions to equip themselves.
- Complete one online course (NPTEL, SWAYAM, COURSERA etc) every year pertaining to their area of interest.

- Develop contacts with industries and take up industry oriented projects involving students with the approval of the management.
- Report to the Head of the department daily about the works carried out on that particular day.
- Adhere to a formal dress code strictly and set an example to the students to emulate.
- Be punctual to the class and motivate the students to be punctual.
- Work as a team to achieve department visions that directly pave way to accomplish college vision.

CONTROLLER OF EXAMINATIONS

- To collect board of study approved syllabus copy from the departments.
- To collect the academic information from all the departments.
- To prepare the panel of examiners and question paper setters for all courses of various programmes offered in the Institution.
- To prepare question paper for all courses by appointing eligible paper setters and scrutinize the question papers.
- To scrutinize applications for appearing in end semester examinations, exam fees collection from all the eligible students and to issue hall tickets.
- To prepare the time table for end semester examinations.
- To collect attendance Proforma and internal marks for conduction of examinations.
- Conduction of practical examinations for all the departments.
- Arrangement for conducting examination, appoint vigilance squads and collection of answer papers.
- To appoint qualified internal and external examiners and conduct for the valuation of answer sheets for various boards.
- To convene the result passing board to finalize the results and to publish them.
- To Arrange for photo-copy / re-evaluation of valued answer-booklets requested by the candidates on prescribed application form with due fees.
- To convene disciplinary committee to enquire malpractice cases and to implement punishments as recommended by the committee
- To conduct external audit for answer scripts and question paper.

- Preparation of the lists of lapses and irregularities committed by the evaluators and others and forwarding the list to the Principal for consideration and necessary action.
- To issue grade certificates, provisional certificates, degree certificates, ranking certificates, duplicate mark sheets and transcript to the eligible students.
- To Maintain all records, statistics and database of candidates pertinent to examinations
- Processing and passing of bills of remuneration of TA, DA, other conveyance / allowance and maintenance of correspondence thereon.