



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore – 632 059.

HUMAN RESOURCES POLICY

Kingston Engineering College (KEC) was started in 2008, sponsored by Durai Murugan Educational Trust, a non-profit organization dedicated to the cause of imparting Quality Technical Education.

VISION

To be a pioneer in engineering and management education by providing amicable ambience and being a centre for learning thereby perpetuating versatile professionals in engineering and management suitable for industry, higher education and research.

MISSION

- (i) Developing, nurturing and building professionals with technical, research and managerial expertise, intellectual proficiency, the right attitude and moral ethics.
- (ii) Building infrastructure that earmarks the institution to be the most preferred educational destination and provides the right ambience for creative and innovative teaching-learning process
- (iii) Enabling learners to broaden their horizons and helping to meet global challenges.

QUALITY POLICY

The Kingston Engineering College strive to achieve customer satisfaction by providing Quality Education and Training in Engineering and Technology in a congenial and disciplined environment through

- ☐ Involvement at all levels
- ☐ Upgradation of facilities and human resources
- ☐ Commitment to continual Improvement.

RECRUITMENT OF FACULTY

Cadre Structure for Teaching Staff

LEVEL	CADRE
1	Principal
2	Professor
3	Associate Professor
4	Assistant professor
5	Dy Librarian
6	Physical Director

Qualifications Members of the faculty are recruited strictly on merit as per the qualifications prescribed by AICTE. At present the following criteria are followed.

Engineering & Technology

Cadre	Scale of pay	Experience	Qualification
Professor	Rs.37400 – 67000	12 years of experience at least 10 years in teaching (or) 20 Years of Industrial Experience	ME/M.Tech and first-class Ph.D. from a reputed University. Guiding research scholars is desirable. Three publications in refereed journals with an impact factor
Associate Professor	Rs.37400 – 67000	10 years of teaching experience (or) 15 Years of Industrial Experience	ME/M.Tech first class with Ph.D. from a reputed University. Guiding research scholars is desirable. Two Publications in refereed journals with impact factor.
Assistant Professor	Rs. 15600- 39100	-	ME/M.Tech with first class in both UG and PG

Science & Humanities

Cadre	Scale of pay	Experience	Qualification
Professor	Rs.37400 – 67000	Total 15 years of experience with at least 2 years of Teaching as Asso.Prof	First Class MA/M.Sc. in Regular with PhD from a reputed University. Guiding at least research scholars and five publications in refereed journals with an impact factor
Associate Professor	Rs.37400 – 67000	12 years of Teaching experience	First Class MA/M.Sc. in Regular with Ph.D. from a reputed University. Guiding research scholars and three publications in refereed journals with impact factor
Asst.Prof	Rs. 15600- 39100	2 years teaching Exp	First Class MA/M.Sc in Regular with NET/SLET

Management Studies

Cadre	Scale of pay	Experience	Qualification
Professor	Rs.37400 – 67400	15 years of experience at least 2 years as Sr.Asso.Prof (or) 20 Years of Industrial Experience	First Class MBA or equivalent in the regular programme with a PhD from a reputed University. Guiding research scholars. Three publications in refereed journals with impact factor
Associate Professor	Rs.37400 – 52400	12 years of experience at least 3 years as Asso.Prof (or) 18 Years Industrial Experience	First Class MBA or equivalent in the regular programme with Ph.D. from a reputed University. Guiding Research Scholars Two publications in refereed journals with impact factor
Asst.Prof	Rs. 15600- 39100	2 years of Teaching	MBA or equivalent in regular in first class.

Note: If a Class / Division is not awarded at BE / M.E / equivalent degree, a minimum of 60% of marks in the aggregate shall be considered equivalent to First Class / Division. If a grade point system is adopted the CGPA will be converted into equivalent marks and the class will be decided.

Mode of Selection of Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Selection is done by duly constituted committees. The following procedure is adopted in the selection of faculty members.

- (i) Advertisement in leading Newspapers.
- (ii) Scrutiny of applications received till the last date mentioned in the advertisement.
- (iii) Constitution of the selection committee.
- (iv) Intimation to candidates about the date and time of the interview.
- (v) Based on the recommendations made by the selection committee appointment orders are issued to the selected candidates.

Composition of Selection Committee to Recruit Staff

A selection committee is constituted of the following members.

- 1) Principal
- 2) Heads of the Departments Concerned
- 3) One/Two Experts from other Institutions/Industries

Recruitment of Non-Teaching Staff

Structurisation of Non – Teaching staff position

There Two tyoes of Non – Teaching staff positions

- i) Technical

ii) Non-Technical

Technical Staff

The Technical staff works in the laboratories and workshops. They may be classified under the following categories

Non-Teaching – Technical Staff Structure

Sl. No.	Designation
1	Sys Admin
2	Lab Assistant

Non-Technical Staff - Structure

The Non-Technical can be classified under the following categories

S.No.	Designation
1	Administrative Officer
2	Accountant
3	Assistant
4	Office Assistant
5	Attender

In addition to the above, the Driver and conductor and House Keeping may be fitted into the above scales based on their experience.

Mode of Selection of Non-Teaching Staff

All the positions are generally advertised in the newspapers. Applications will be scrutinized and short-listed. The selection committee consists of:

- I Principal
- II Administrative Officer
- III Concerned HOD

Policies

Service Conditions Including Promotion Policy

- i) The pay of Teaching Staff shall be fixed by the selection committee in accordance with AICTE norms.
- ii) The pay of Non-Teaching staff shall be fixed by the selection committee in accordance with the norms of the Institute.
- iii) All appointments in the academic services shall be made by open competition by an advertisement and selection, where all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The management may however make adhoc appointments in specific cases or recruit on deputation.
- iv) No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

N.B.: In deserving cases, relaxation in respect of qualification and age may be considered by the management subject to ratification by the Governing Body.

Probation

- i. Teaching Staff will be on probation for 1 year from the date of joining. The service conditions of the employee will be governed by the rules and regulations of the college issued from time to time. The probation for the non-teaching staff will be 1 year from the date of joining.

Increments

- i. Increments will be sanctioned only on satisfactory performance of the Employee. An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory. The authority ordering such

withholding of the

be withheld.

Promotion Policy

- i. Promotion to a higher level of service shall be made subject to Performance Appraisal, in the annual performance and availability of the posts, eligibility/merit and commitment of the staff. Other things being equal, seniority will be the deciding criterion.

Promotion Policy for Non-Teaching Staff

- i. The objective is to provide a detailed framework for the advancement of careers for the staff in a manner that shall incentivize superior work performance and provide for greater recognition of efforts
- ii. Promotions shall always be subject to appropriate vacancies in the higher grades, except when the management, at its discretion, enhances a job at a given grade to a higher grade.
- iii. A promotion must always lead to an enhanced responsibility in the institution.
- iv. The Employee shall have the potential, beyond mere eligibility, to take up a higher role/responsibility.
- v. No adverse remarks/reprimands in the personal file in the preceding three years.
- vi. The Chairman will be the approving authority for all promotions. A proper statement giving all the details of the employee being recommended for promotion, together with the justification for the promotion shall be submitted to the Chairman. Upon approval, the Chairman shall review and approve the PRFs. All the promotion letters will be then signed by the Chairman.

Retirement

- i. An employee of the college shall be superannuated when he/she attains the age of 58 for Teaching and Non-teaching. The Management may consider

extending th
pension, and



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hout gratuity,

- ii. However provided that the authority shall have the right to issue an order of retirement of an employee who has not attained the age of fifty-eight (58) for reasons of inefficiency, ill-health and the like.

Employee's Provident Fund

Employee's contribution towards the PF is 12% of their total salary (Basic Pay + Dearness Pay + Dearness Allowance). Employer's contribution towards the PF will be 12% of the total salary subject to a salary limit of Rs. 15000/- per month. The EPF deduction will be credited @ 8.33% towards the pension scheme and the balance @ 3.67% towards the PF Account.

Resignation

Those faculty/staff desirous of leaving the services of KEC have to submit their willingness letter at the end of the year.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

Termination of Service of an Employee

- i. The services of a temporary employee are liable to be terminated at any time without assigning any reason whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 month's pay.
- iii. The Management may terminate an employee whether probationer or permanent if he/she is involved in political activity, or in a criminal case or in the event, it is proved by a competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turpitude or negligence of duty.
- iv. In case of doubt or a different interpretation of the rule, as these rules are applicable to Kingston Engineering College, the decision of the Chairman will be

final.

CODE OF CONDUCT – STUDENTS

Jurisdiction

- ☐ The Institution shall have jurisdiction over the conduct of the students associated /enrolled with the Institution and take cognizance of all acts of misconduct, including incidents of ragging or otherwise which are taking place on the campus or in connection with the related activities and functions.
- ☐ The Institution may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations as if the conduct has occurred on campus, which shall include:
- ☐ Any violations of the Sexual Harassment Policy of the Institution against other students of the Institution.
- ☐ Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the Institution.
- ☐ Possession or use of weapons, explosives, or destructive devices off/on campus
Manufacture, sale, or distribution of prohibited articles, drugs, alcohol etc.
- ☐ Conduct that has a negative impact or constitutes a nuisance to members of the surrounding of the off-campus community.

Ethics and Conduct

This Code shall apply to all kinds of conduct of students that occur on the Institution premises, including in institution-sponsored activities, functions hosted by other recognized student organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the Institution's interests or reputation.

Each student must,

- ☐ He/she shall be regular to the college.

- ☐ He/she shall adhere to each subject, as prescribed by the Institution.
- ☐ He/she shall not use electronic gadgets and cell phones during the class hours and it must be kept in individual lockers.
- ☐ In the event a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the Institution subject to the written consent of the Principal.
- ☐ As a result of such relieving, the student shall be required to clear the pending hostel and any other dues, and if a student had joined the Institution on a scholarship, the said grant should be revoked.

The Institution believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic Integrity, respect all persons and their rights, property and others' safety, etc.

All students must deter from indulging in any form of misconduct, including partaking in any activity off-campus which can affect the Institution's interests and reputation substantially

The various forms of misconduct include

- ☐ Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- ☐ Intentionally damaging or destroying Institution property or property of other students and/or faculty members.
- ☐ Any disruptive activity in a classroom or any event sponsored by the Institution.
- ☐ Unable to produce the identity card, issued by the Institution, or refusing to produce it on demand by campus security guards.

Participating in activities including

- ☐ Organizing meetings and processions without permission from the Institution.

- ☐ Accepting membersl
India.
- ☐ Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- ☐ Unauthorized possession or use of harmful chemicals and banned drugs.
- ☐ Smoking on the campus of the Institution.

- ☐ Possessing, consuming, distributing, selling alcohol in the Institution and/or throwing empty bottles on the campus.
- ☐ Rash driving on the campus.
- ☐ Taking bikes/cars without a pass and licence.
- ☐ Commercially replaced silencer bikes/cars.
- ☐ Theft or unauthorized access to others' resources
- ☐ Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise, pushing and shoving; inciting or participating in a riot or group disruption at the Institution.
- ☐ Students are expected not to interact, on behalf of the Institution, with media representatives or invite media persons onto the campus without the Institution authorities' permission.
- ☐ Students cannot provide audio and video clippings of any activity on the campus to media without prior permission.
- ☐ Students are expected to use social media carefully and responsibly, meaning that they cannot post derogatory comments about other individuals from the Institution on social media or indulge in any such related activities that have grave ramifications on the reputation of the Institution.
- ☐ Theft or abuse of the Institution's computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering, etc. of Institution property or facilities, private residences of staff/professors etc. offices, classrooms, computer networks, and other restricted facilities and interference with the work of others is punishable.
- ☐ Damage to, or destruction of, any property of the Institution, or any property of others on the Institution premises.

- ☐ Making a video/audio recording of any person in a location without the person's knowledge and express consent.

- ☐ Indulging in any form of harassment which is defined as severe conduct and objective, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Disciplinary procedure

- ☐ If there is a case against a student for a possible breach of the code of conduct, then a standing Discipline Committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The Committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.
- ☐ **Warning** - Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- ☐ **Restrictions**- Reprimanding and Restricting access to various facilities on the campus for a specified period.
- ☐ **Community service** - For a specified period to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- ☐ **Expulsion**-Expulsion of a student from the Institution permanently. Indicating prohibition from entering the Institution premises or participating in any student-related activities or campus residences etc.

- **Suspension-** A student who is found guilty of any of the above mentioned offenses, which will entail prohibition on part of the student to attend classes, use of Institution facilities, programs etc. Additionally, the student will be forbidden to use various Institution facilities unless permission is obtained from the Competent Authority.
- Suspension may also follow by possible dismissal, along with the following additional penalties:-

- Ineligibility to reapply for admission to the Institution for three years, and Withholding the grade card or certificate for the courses studied or work carried out.

Appeal

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the HOD/Principal. The Principal may decide on one of the following:

- o Accept the recommendation of the Committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, or refer the case back to the investigating Committee for reconsideration. In any case, the Principal's decision is final and binding in all cases where there is possible misconduct by a student.

Disciplinary Proceedings

Punishment of an employee shall be imposed only after

- i. The employee is informed in writing by the Principal with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the Authority competent to impose a penalty.

Disciplinary Punishments :



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The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz;

- a. Loss of Pay
- b. Termination

Authorities who can impose the punishment are the Principal.

Appeal:

- i) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity to make representation to the Chairman.
- ii) No employee of the college shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.
- iii) The enquiry under sub-rule (a) shall be made by a Board of enquiry constituted for the purpose. The Principal of the college shall constitute the board.
- iv) In case of appeal, the decision of the appellate authority is final.

Working schedule:

All Teaching and Non-Teaching staff have to resume their duties from Monday to Saturday.

All Administration Staff have to resume their duties from Monday to Saturday.

Timings

Monday to Saturday

Sl.No	Particulars	Teaching Staffs	Non-Teaching Staffs	Administration Staffs
1	Morning session	09.00 to 01.00 PM	09.00 to 01.00 PM	09.00 to 01.00 PM
2	Lunch Break	01.00 to 02.00 PM	01.00 to 02.00	01.00 to 02.00 PM

3	Afternoon Session	02.00 to 04.30 PM	02.00 to 04.30 PM	02.00 to 06.00 PM

Sl.No	Particulars	Teaching Staffs	Non-Teaching Staffs	Administration Staffs
1	Morning session (if ½ day leave)	In punch – 01.00 PM Out punch – 04.30 PM	In punch – 01.00 PM Out punch – 04.30 PM	In punch – 1.00 PM Out punch – 06.00 PM
2	Afternoon Session	In punch – 9.00 AM Out punch – 01.00 PM	In punch – 9.00 AM Out punch – 01.00 PM	In punch 09.00 AM out punch – 01.00 PM

Permissions for coming late or leaving earlier

1. Totally two permissions for all Teaching, Non-Teaching and Administration Staff will be permitted in a month.
2. Extra Permission will be treated as Casual Leave for ½ a day.
3. If no CL is available then it will be LOP.

Half-a-day leave timings

Holidays

All the staff of the college shall be entitled to Public Holidays as per the Holiday List declared from June to May and as per the Academic Calendar.

Working hours

The working week of the college consists of 40 working hours per week. This excludes a lunch break. The normal working hours of the college are from 9.00 a.m. to 4:30 p.m. with a 60-minute lunch break. The college normally works for 5 days a week. However, the alternative Saturdays are also working days.

Teaching days

The college shall have at least 180 full teaching days per year or 90 full teaching days per semester. “Teaching Days” here shall mean actual classroom/laboratory contact days and do not include days of end-semester examination/tours/sports etc.

Workload

1. The workload of all the staff shall be fixed by the management. The workload of the faculty should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows:

Position	Minimum Working Hours per Week
Professor	8 hours/week
Associate Professor	12 hours/week
Assistant Professor	16 hours/week

For the above stipulations, two tutorial hours/two laboratory/Drawing hours will be counted as one teaching hour. The work plan of teachers shall ensure, in the most productive manner, the utilization of the stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

2. Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Principal/Management.
3. Faculty Members should attempt to publish textbooks, and research papers in reputed International / Indian Journals / Conferences.
4. The Faculty Member must strive to prepare him/ 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.



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

Department

1. The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
2. The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests.
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular or extracurricular activities.
4. Every Faculty Member must give a seminar on some topic at least once in each semester to other faculty.
5. Every Faculty Member should maintain student attendance records and the absentee roll number should be noted every day in the Master attendance Register maintained in the department as soon as the classes/laboratory hours are over.
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 an emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.
7. The Faculty Member should make himself/herself presentable. The Faculty Member should show no partiality to any segment / individual student.
8. The Faculty Advisor must update the student's personal file regularly and put up for inspection by the HOD/Principal as the case may be.

Roles and Responsibilities of the Class – Advisors

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of absentee students (Period) and submit it to the HOD daily.
3. Submit the list of students absent for the internal tests to the HOD.
4. Prepare consolidated attendance on or before the 3rd of every month (Whenever the class work is conducted in that particular month) and also the list of students who

have got less than
immediately.

ts to the Head

5. Prepare the list of Students who have secured less than 60% of marks in mid-exams (subject-wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of results by the university/College and also update student records regularly after knowing supplementary exam results in the current Semester.
7. Motivate the students to attend the seminars without fail.
8. Instruct the students to attend the internal/external exams without fail.
9. Motivate the students to present papers in Conferences / Seminars at the regional/national level.
10. Inform the subject staff of their class to post mid-exam marks in the master register within the stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of students to the concerned parents from time to time as directed by the HOD.
12. Seek permission (Max One Hour and Two Permissions in a month) whenever he/she intends to come late or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

Performance appraisal of employees

The Chairman, Principal, AO and the HOD will discuss the appraisal with each employee. Faculty Performance Appraisal and Development Sheets are collected from the Faculty Members once a year. The Feedbacks are collected from the Heads of the department and the Principal about the Faculty. Sustained good performance will be a requirement for:

- ☐ Internal promotions
- ☐ Selection to HODs / Chairman's of committees
- ☐ Eligibility for study leave and other benefits
- ☐ Awards

The results of the appraisal will find a place in the personal file. Non-performance

will be suitably dealt with.

LEAVE RULES FOR TEACHING FACULTY

Every faculty member must make alternate arrangements for their Class/Lab/Dept work when they request a leave. All such alternate arrangements made should be indicated in the leave application form.

The following are the leave rules for the Teaching faculty and supporting staff in KEC w.e.f 1.6.2015 as detailed below

Casual Leave (CL)

Teaching faculty & Supporting staff = 12 days per year

- 1) Leave letter should be submitted to the HOD/ Principal at least one day earlier than the date for which leave is sought.
- 2) In any circumstances, except on medical grounds, oral information regarding leave rules will not be entertained.
- 3) Only a maximum of 3 days can be availed at a stretch.
- 4) Leave should be availed only after it is sanctioned. Availing leave without sanction may lead to loss of pay.
- 5) Staff availing leave must make alternate arrangements for their class, laboratory and other departmental work. It should be indicated in the leave application form
- 6) Request for leave will be considered or rejected depending upon the priority of work at the Dept/College. If the presence of the staff at the college on that day is very essential leave for that day may not be sanctioned.
- 7) Casual Leave can be prefixed and or suffixed with holidays. However total number of days of absence should not exceed 7 days.
- 8) Under extraordinary circumstances, those, who are not able to inform in advance about their requirement of leave, should inform the HOD/Principal at least over the phone about their inability to attend to work. Failing to do this, the absence will be treated as leave on loss of pay.

- 9) CL up to three day and three days
will be sanctioned
- 10) CL cannot be accumulated. It has to be availed during the year.

For all Administration Staff

- Head of Administration is the Competent Authority to grant or disapprove the leave.

Permission to come late or leave early

Only two permissions for coming one hour late or for leaving one hour early will be permitted in a month. Every extra permission will be treated as CL for $\frac{1}{2}$ a day.

Medical Leave (ML)

- 1) Regular teaching faculty and supporting staff on completion of probation are eligible for unearned leave on medical certificate (ML) for 7 days a year with pay.
- 2) This leave can be accumulated.
- 3) A Medical certificate from an authorized medical practitioner should be produced to avail of this leave.

Maternity Leave

All regular women employees (teaching, supporting and other staff) who have completed probation are eligible for 90 days of maternity leave with pay for the first two deliveries.

Vacation

A) For teaching faculty:

All regular teaching faculties who have completed probation are eligible for 21 days of vacation per year.

B) For supporting staff

All regular supporting staff and Administrative staff who have completed probation are eligible for 7 days of vacation per year.

If a teaching : cation due to
exigency of work : (Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
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Principal, the period of vacation forgone will be credited to their earned leave
account.

C) For Temporary/Probationers (both teaching and supporting staff)

Staff Category	Teaching	Supporting Staff
Probationer / Temporary Within six months of Service	No Vacation	No Vacation
Between 6 Months to 1 Year	14 days per year will be given as vacation.	No Vacation

- Vacation period will be counted from the date of completion of probation only.
- No Preponement or postponement of vacation will be permitted
- All staff members should attend duty on the last working day before vacation and report to duty on the next day after the completion of vacation if they do not attend to duty on both the
- days specified above, they will be treated as a loss of pay.
- No Advance earned leave will be permitted and staff members who are receiving consolidated pay for Non-Teaching are not eligible to avail earned leave.
- When a faculty/staff resigns, leaves of all categories, except casual leave in their account will lapse.

On-Duty Leave (for attending conferences/Seminars/workshops/STTP/Exam Works/DC member works)

Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Institution may bear the expenses of Registration or Conference fees, travelling and daily allowances/accommodation and boarding charges subject to the approval of the

Principal / Registrar. T

the Faculty Development permission are
allowed to attend Conferences / Seminars / Meetings at State / National / International
Level organized by reputed Institutions only.

1.) For regular staff : 10 days per semester

2.) For probationary staff : 5 Days per semester

Each faculty has to undergo a Five Day Faculty Development / Orientation Program (FDP) organized by the Institution when they join for duties, which gives necessary inputs about teaching methodology.

The key focus areas of the FDP are given below:

- Teaching Learning process
- Core Competencies for Teaching
- Quality Management of Education System
- Aspiring for Leadership
- Emotional Governance
- Managerial games including group discussions

For Undergoing a part-time PhD programme for regular and probationary teaching staff-
Faculty Development

- 4) 6 days of OD per semester will be permitted only for the first three years.
- 5) Half yearly progress report issued by the guide should be submitted within 3 weeks of completion every six months through the HOD.
- 6) A PhD allowance of Rs.10,000 per year will be paid for 3 years for the teaching faculty registered for a PhD
- 7) In case the faculty resigns from his post, the terms of the bond, in addition to 3 months' notice or equivalent salary, are applicable.
- 8) These conditions are applicable for the faculty who join in KEC after their PhD registration.
- 9) Faculties are encouraged to do research projects and apply for funding from the appropriate agencies. Faculties are also suggested to apply for

FDP/MODROI



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sanctioned pro, Cash or kind as
per the policy of the institution.

TA/DA – Norms

TA/DA – Norms for teaching faculty

Attending National and International Conferences

TA/DA and Registration Fees:

The following are the norms for presenting papers and attending national and international conferences.

a) Workshop/STTP/FDP

For attending Workshops/STTP/FDP/Seminar – full Registration fees subject to a maximum of Rs.1500/- will be allowed with daily allowance of Rs.250 will be permitted.

b) National Conferences

Registration Fees: Full registration fees subject to a maximum of Rs. 2000/- will be allowed for attending and presenting papers. Payment of Rs.5000 for Book Publication and Rs. 5000 for Patent will be provided.

Travelling Allowances for Attending the national and international conferences.

Professor - Second Class AC

Associate Professor – Third Class AC

Charges can be claimed.

c) International Conferences

i. Registration fees: Full registration fees subject to a maximum of Rs.4000/- for attending and presenting Papers

ii. Travelling Allowance for Sr. Associate Prof. and above 3rd class A/C

train fare



allowed

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- iii. Each teaching faculty is eligible to attend a national conference or International conference once a year.

d) International Conferences (Abroad)

- i. Each staff is eligible to attend only once in 2 years
- ii. Registration fee subject to a maximum of Rs. 250 will be allowed for attending the conference and presenting papers.
- iii. 33% of the flight charges subject to a maximum of Rs.15,000/- will be allowed.
- iv. OD will be given only for the duration of the conference and travel days.

e) Travel related to Funded Projects

- a. Third class A/C /2nd A/C or Air Fare(with special permission will be allowed)
- b. Daily Allowance of Rs.300/- per day will be permitted
- c. odgiLodging charges: At state capitals, Rs.2000/- per day and in other cities actual charges subject to a maximum of Rs.1000/- per day will be allowed.

f) Local Travels

Actual expenses will be allowed.

Note Each Teaching Faculty is eligible to attend a national conference or International conference once a year.

- 1) Permission for attending conferences is permitted only if a faculty presents a paper.
- 2) Reimbursement of an amount Rs.1000 on successful completion of course with Elite and above Category in NPTEL online course exam.

TA/DA Norms for Non-Teaching Staff

Description	Proposed
Workshop/STTP/FDP	For attending Workshops/STTP/FDP/ Seminar – full Registration Fees subject to a maximum of Rs.750/- will be allowed. Travelling Allowance - Second-class sleeper fare will be allowed.
National Conferences	Full Registration fees subject to a maximum of Rs.1000/- will be allowed for attending and presenting papers. Travelling Allowance - Second-class sleeper fare will be allowed.
Local Travel	Actual Expenses will be allowed
NPTEL Course	Reimbursement of an amount of Rs.1000 given on successful completion of the course with Elite and above category in the NPTEL online course exam.
Special duty at the office of AICTE, UGC, UNIVERSITY, etc.	Second Class sleeper Train fare will be allowed. Daily Allowance of Rs.300/- per day will be permitted. <u>Lodging Charges:</u> At state Capitals Rs.1,000/- per day will be allowed However depending upon the urgency suitable class of travel will be permitted with prior approval.

Note

- ❖ Each staff is eligible for attending the Programme in a year (Conference / Workshop / STTP / FDP)
- ❖ Permission for attending conferences is permitted only if a staff presents a paper.

Faculty Development

Seminars/ Workshops/ Cor



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Workshops and Conferences while meeting the expenses towards the registration fee once

a year and also treating the period of duty as On Duty.

The Members of staff are deputed to short-term/ orientation courses during vacation or non-vacation days without hindrance or dislocation to the academic work. The period of absence will be treated as ON DUTY during the period of attending the courses.

Promotion of Research

The college aims to provide, promoting research development, consultancy and other profession-promotional activities, involving the faculty at various levels.

Such of those members of staff, who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the institute will be suitably encouraged and receive special commendations.

Awards

The Faculties producing 100 % Results are given cash awards and certificates to encourage employees to put in their best efforts. An appraisal system to select awardees annually for the awards has been put in place so that no abuse or misuse of the provisions may take place.

Staff Development & Training: Support Staff (Administrative)

Arranging, the programmes for improving communication skills, particularly skills of writing with such inputs as grammar at a basic level) with the help of the Department of English.

Arranging a week's training programme by way of requesting resource persons including the retired senior officials with experience in administration and accounts areas besides utilizing the services of the senior officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering college. Arranging training programmes to enable the ministerial staff to acquire adequate working knowledge through hands-on experience with computers utilizing the services of

faculty attached to the Cor

Staff Development & Training: Support Staff (Technical)

With respect to technical staff such as Lab Assistants, lab technicians, etc., refresher training and retraining programmes shall be arranged in such technical areas, as required given changed curricula (Lab Practicals) and also suggested by the respective Heads of the Departments and functional heads.

Service benefits & welfare measures

The following are the service benefits and welfare measures extended to the staff of the college.

- ☐ Provision of the cafeteria in the campus.
- ☐ The management grants maternity leave to the women employees, for 90 days and is limited to the first two deliveries.
- ☐ Group Insurance scheme
- ☐ Free admission for children of employees and concession of fees for them.
- ☐ All the members of staff are covered under the Employment Provident Fund Scheme as per the act, according to which persons drawing salary up to Rs.15000/- per month are covered. The employee and the management contribute 12% of the pay of such employee.
- ☐ Gratuity Scheme for regular employees who served more than five years of regular continuous satisfactory service.

Grievances Redressal Cell/Internal Complaints Committee

1. To maintain the dignity of the College by ensuring conflict free atmosphere in the College through promotion of friendly Student-Student affiliation and Student-teacher bond etc.
2. To provide responsive, liable and easily accessible mechanism for expeditious settlement of grievances in order to maintain a harmonious enlightening atmosphere in the college.
3. To deal with the complex situations in a diplomatic manner to lessen the condition felt to be oppressive or dissatisfied.

4. Encouraging the Students to express their grievances/problems freely and frankly, without any fear of being victimized.
5. Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
6. Advising all the Students to refrain from inciting Students against other Students, teachers and College administration.
7. To make officials of the College receptive, responsible and well-mannered in dealing with the students.
8. To ensure effective solution to the student's grievances with an unbiased and open-minded approach.

Internal Complaints Committee

In Complaints with the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places the University Grants Commission (UGC) has issued circulars since 1998 and insisting the enactment of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act -Sexual Harassment Act in April 2013) to all the universities, advising them to establish a permanent cell /committee and to frame guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on campus, where the women are respected and they are treated with dignity. As per the guidelines of UGC and the recommendation of the Anna University a Committee against Sexual Harassment/ (ICC) Internal Complaints Committee at Kingston Engineering College have been established to provide a healthy and congenial atmosphere to the staff and students of the College.

Roles and Responsibilities:

1. Prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees.
2. Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
3. To ensure that appropriate action is taken against the offender.
4. To ensure that victims and witnesses are not victimized or discriminated because of their Complaint.
5. To take proactive measures towards sensitization of the working and learning community on gender issues so that the college can serve as a great place to work.
6. Recommend appropriate punitive action against the guilty party to the cell.
7. Informal methods such as telling the perpetrator to stop harassing and lodge a complaint through email or by a telephone call to any of the members of the Internal Complaints Committee.
8. The complaint's name and identity will be kept confidential.

Approved by
(Chairman)