



KONGU ENGINEERING COLLEGE
(An Autonomous Institution)
(Approved by AICTE, Affiliated to Anna University)
PERUNDURAI-638 060 ERODE TAMILNADU INDIA



STAFF HANDBOOK

(w.e.f.) 2014-2015



I. Vision

To be a centre of excellence for development and dissemination of knowledge in Applied Science, Technology, Engineering and Management for the Nation and beyond.

II. Mission

We are committed to value based Education, Research and Consultancy in Engineering and Management and to bring out technically competent, ethically strong and quality professionals to keep our National ahead in the competitive knowledge intensive world. :

III. Quality Policy

We are committed to :

- Provide value based quality education for developing the student as a competent and responsible Citizen.
- Contribute to the Nation and beyond through the state-of-the-art technology.
- Continuously improve our services

IV. Staff

i.CATEGORY

- Teaching
- Administrative
- Non-Teaching (Technical)
- Non-Teaching (Non-Technical)
- Drivers
- Maintenance (Technical)
- Maintenance (Non-Technical)

ii. CADRE

1) Teaching

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor (Selection Grade)
- iv. Assistant Professor (Senior Grade)
- v. Assistant Professor

2) Administrative

- i. Registrar
- ii. Assistant Registrar
- iii. Superintendent
- iv. Senior Assistant
- v. Assistant
- vi. Junior Assistant / Data Entry Operator

3) Non-Teaching (Technical)

- i.** System Manager
- ii.** Foreman / Senior System Administrator
- iii.** Senior Instructor / System Administrator
- iv.** Instructor
- v.** Senior Technical Assistant
- vi.** Technical Assistant
- vii.** Laboratory Assistant / Data Entry Operator

4) Non-Teaching (Non-Technical)

- i.** Record Assistant
- ii.** Senior Office Assistant
- iii.** Office Assistant

5) Drivers (LMV / HMV)

6) Maintenance (Technical)

- i.** Electrical Maintenance Engineer / Assistant Engineer (Civil) / Landscape Manager / Garden Supervisor / House Keeping Supervisor / Security Officer
- ii.** Electrical Supervisor / Senior Plumber
- iii.** Electrician / Plumber

7) Maintenance (Non-Technical)

Gardener / Security / Sweeper / Scavenger / Marker

V. PAY

6th Pay Scale

VI. DA

As approved by the management from time to time

VII. PROMOTION

As laid down by the management from time to time.

VIII. LEAVE

	Teaching	Non-Teaching
Casual Leave (CL)	12 Days	12 Days
Special Casual Leave (SCL)	7 Days / Semester	N/A
Earned Leave (EL)	N/A	21 Days / Year (Can be accumulated upto 120 Days) (for those not eligible for vacation)
Medical Leave (ML)	8 Days / Year (Above 3 years service) (Can be accumulated upto 90 Days)	8 Days / Year (Above 3 years service) (Can be accumulated upto 90 Days)
Maternity Leave (MAL)	3 Months with half pay (3 to 5 Years service)	3 Months with half pay (3 to 5 Years service)
	3 Months with Full pay (Above 5 Years service)	3 Months with Full pay (Above 5 Years service)
Vacation (V)	Winter - 2 Weeks Summer – 3 Weeks	Winter - 1 Week Summer – 2 Weeks
On Duty (OD)	No Limit / Applicable	No Limit / Applicable

IX. BENEFITS EXTENDED

- 1. Group Insurance**
- 2. EPF – Applicable to all staff members**
- 3. Gratuity - implemented**
- 4. Emergency advance for Medical Treatment**
- 5. Festival Advance to Non Teaching Staff**
- 6. Sponsorship for Higher Studies – Ph.D. Full Time / Part Time, PDF**
- 7. Sponsorship to attend Seminar / Paper presentation / Conference – in India & Abroad**
- 8. Sponsorship to attend quality improvement and faculty development programme**
- 9. Revenue sharing by staff in consultancy / testing (60:40 and 40:60)**
- 10. Free Transport facility to all staff members**
- 11. Free Lodging facility to staff members who are staying in hostels**
- 12. On campus Quarters facility available**
- 13. Fee concession are given to wards of staff in Kongu Engineering College and other institutions run by Kongu Vellalar Institute of Technology Trust**
- 14. Free Uniform and Shoes are given to Non Teaching Staff**
- 15. Bank Loan facility at concessional interest rates through the Karur Vysya Bank Ltd.**

X. STAFF CLUB

- 1. Death benefit scheme**
- 2. Advance facility for Medical expenses and other expenses**
- 3. Social activities / Relief fund to Government and Non Government Agencies**
- 4. Recreation activities**
- 5. Inter Collegiate Tournaments**