

KONGU ENGINEERING COLLEGE

(Autonomous)

Perundurai, Erode - 638 060



SERVICE RULES & HR POLICY

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 Nation 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
- Controller of Examinations
- Library
- Physical Education
- Administration
- Non-Teaching (Technical)
- Non-Teaching (Non-Technical)
- Maintenance (Technical)
- Maintenance (Non-Technical)
- Transport

ii. CADRE**1) Teaching**

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

2) Controller of Examinations

- i. Controller of Examination
- ii. Deputy Controller of Examination
- iii. Superintendent
- iv. Programmer

3) Library

- i. Librarian (Selection Grade)
- ii. Assistant Librarian
- iii. Library Assistant (Selection Grade) / Library Assistant (Senior Grade) / Library Assistant

4) Physical Education

- i. Directress of Physical Education (Senior Grade)
- ii. Assistant Physical Director

5) Placement and Training Cell

- i. Placement Officer / Training Officer
- ii. Deputy Placement Officer
- iii. Assistant Placement Officer / Assistant Training Officer

6) Administration

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

7) 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

8) Non-Teaching (Non-Technical)

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

9) Maintenance (Technical)

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

10) Transport

- i. Transport Officer
- ii. Drivers (HMV / LMV)

11) Maintenance (Non-Technical)

i. Gardener / Sweeper / Security / 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

Particulars	Teaching	Non-Teaching
Casual Leave (CL)	12 Days / Year	12 Days / Year
Special Casual Leave (SCL)	7 Days / Semester	N/A
Medical Leave (ML)	15 Days / year for hospitalization (Above 3 years service)	15 Days / year for hospitalization (Above 3 years service)
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 – 1 Week
On Duty (OD)	No Limit / Applicable	No Limit / Applicable

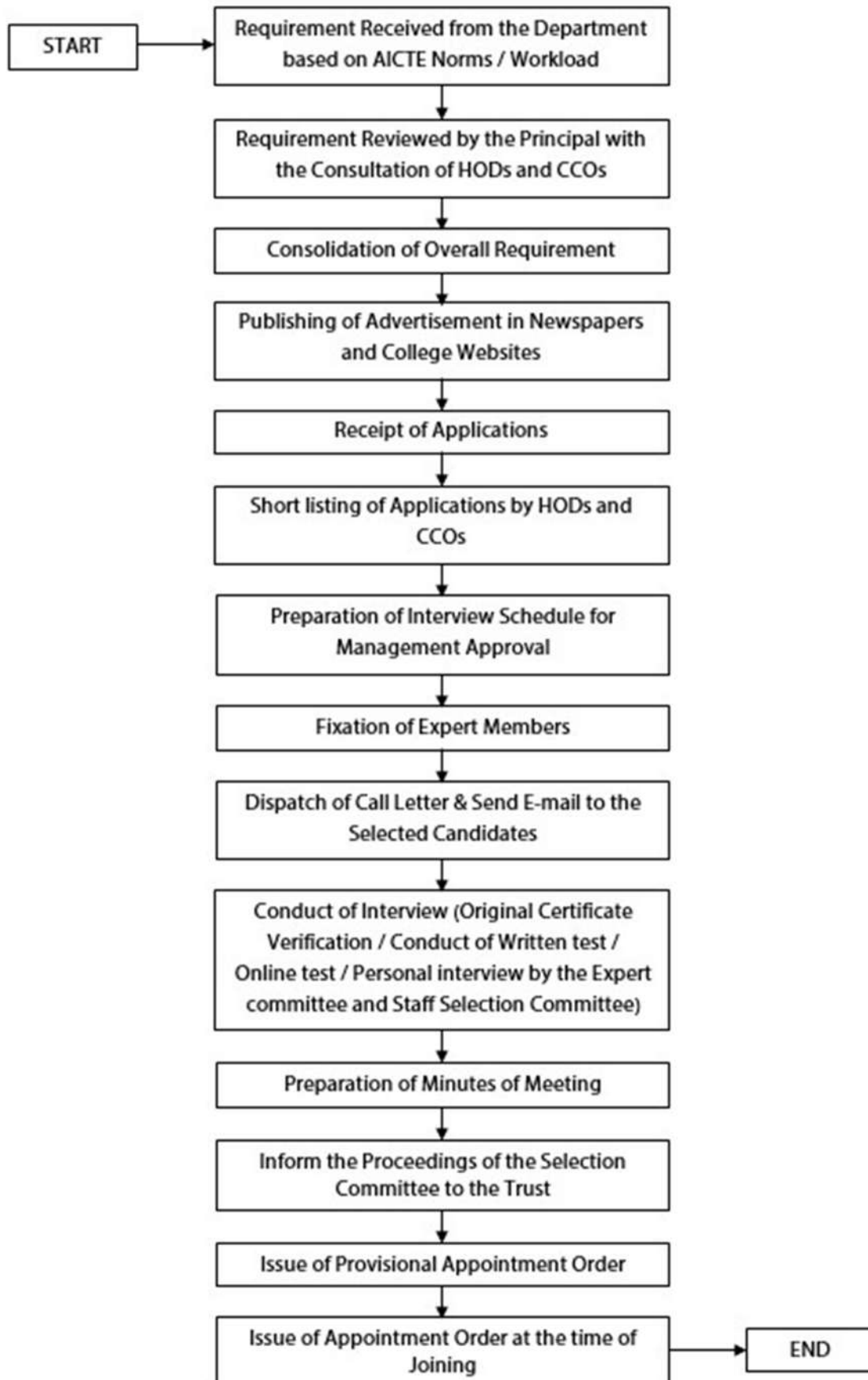
IX.BENEFITS EXTENDED

1. Accident Group Insurance
2. EPF – Applicable to all staff members
3. ESI – Applicable to all eligible staff members
4. Gratuity – Applicable to all eligible staff members
5. Sponsorship for Higher Studies – Ph.D. Full Time / Part Time & PDF
6. Sponsorship to attend Seminar / Paper presentation / Conference – in India & Abroad
7. Sponsorship to attend quality improvement and faculty development programme
8. Revenue sharing by staff in consultancy / testing (70:30 and 60:40)
9. Free Lodging facility to staff members who are staying in hostels
10. On campus Quarters facility available
11. Free Uniform and Shoes are given to Non-Teaching Staff

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

KONGU ENGINEERING COLLEGE RECRUITMENT PROCEDURE



RECRUITMENT PROCEDURE

1. Requirement of faculties is prepared based on the AICTE norms and the workload of the concerned departments by the HODs and CCOs of the individual department.
2. On consultation with the concerned HODs and CCOs, the requirement is sanctioned by the Principal.
3. Consolidation of the overall requirement of the institution.
4. Publishing of Advertisement in the leading Newspapers for calling of applications.
5. Receiving of applications through Online mode or Post, E-mail and in Person within the specified date.
6. Short listing of applications through the concerned HOD's as per standard norms fixed by the concerned HOD / CCO based on their requirement.
7. Based on the shortlisted candidates of all departments, Interview schedule is prepared and approval is obtained from the Management for conducting the Interview.
8. Fixation of Expert members for conducting interview by the Principal.
9. Dispatch of call letter through Post, E-mails and Mobile.
10. Interview Procedures:-
 - i) Verification of original certificates
 - ii) Conduct of Written test / Online test
 - iii) Personal interview conducted by the expert member along with the HOD, CCO, Principal, Correspondent and selection committee members of Trust
11. Preparation of minutes of the meeting.
12. Issue of Provisional Appointment order
13. Issue of Appointments order at the time of Joining.

FACULTY PROMOTION NORMS AFTER IMPLEMENTATION OF 6TH PAY COMMISSION RECOMMENDATIONS

Cadre	Qualification	Experience	Remarks
Assistant Professor (AP-I) Fresh Appointment	M.E. / M.Tech. with I Class M.A. / M.Sc. and M.Phil with I Class MBA / MCA and M.Phil with I Class	Fresh	Pay Band : Rs.15600 – 39100 Grade Pay: Rs.6000 / Rs.4000 Basic + GP + DA + HRA Rs.15600 + 6000 + DA + 1000 = Rs.22600 + DA
Assistant Professor (AP-II)	Without Ph.D	4 Years Service as AP-I (Preferably in KEC)	Pay Band : Rs.15600 – 39100 Grade Pay: Rs.7000 Fitment at Rs.18600
	With Ph.D	Fresher's	
Assistant Professor (AP-III)	Without Ph.D	4 Years Service as AP-II	Pay Band : Rs.15600 – 39100 Grade Pay: Rs.8000 Fitment at Rs.22320
	With Ph.D	3 Years Service as AP-II	
Associate Professor	Without Ph.D	8 Years In AP-III	Pay Band : Rs.37400 – 67000 Grade Pay: Rs.9000 1. Vacancy based 2. Promotion by interview and based on other contributions.
	With Ph.D	4 Years Service in AP-III (Normal) Atleast 2 Years Service as AP-III (Accelerated)	
Professor	Ph.D with 10 Years	5 Years Service as Associate Professor (Normal) Aleast 2 Years as Associate Professor (Accelerated)	Pay Band : Rs.37400 – 67000 Grade Pay: Rs.10000 1. Vacancy based 2. Promotion by interview and based on other contributions. Fitment at Rs.40890



Transform Yourself

NON – TEACHING STAFF – PROMOTION DETAILS

TECHNICAL STAFF		
Designation	I.T.I Qualification	Diploma Qualification
Laboratory Assistant (T0)	Appointed	
Technical Assistant (T1)	4 Years as Laboratory Assistant (T0)	Appointed
Senior Technical Assistant (T2)	6 Years as Technical Assistant (T1)	4 Years as Technical Assistant (T1)
Instructor (T3)	6 Years as Senior Technical Assistant (T2)	4 Years as Senior Technical Assistant (T2)
Senior Instructor / System Administrator (T4)	6 Years as Instructor (T3)	4 Years as Instructor (T3)
Foreman / Senior System Administrator (T5)		6 Years as Senior Instructor / System Administrator (T4)

ADMINISTRATIVE / NON-TECHNICAL STAFF (CADRE – I)	
Designation	10 th or 12 th Qualification (Pass or fail)
Office Assistant (A0)	Appointed
Senior Office Assistant (A0 ₁)	12 Years as Office Assistant (A0)
Record Assistant (A0 ₂)	12 Years as Senior Office Assistant (A0 ₁)

ADMINISTRATIVE / NON-TECHNICAL STAFF (CADRE – II)	
Designation	Degree / Diploma Qualification
Junior Assistant (A1) / Data Entry Operator (D1)	Appointed
Assistant (A2) / Data Entry Operator (D2)	4 Years as Junior Assistant (A1) / Data Entry Operator (D1)
Senior Assistant (A3) / Data Entry Operator (D3)	6 Years as Assistant (A2) / Data Entry Operator (D2)
Superintendent (A4)	12 Years Service at KEC (Promotion on Merit Basis)

ADMINISTRATIVE / NON-TECHNICAL STAFF (CADRE – III)	
Designation	PG Degree
Assistant Registrar (A5)	PG Degree with 15 Years Experience in Administration