



KONGU ENGINEERING COLLEGE
(An Autonomous Institution)
(Approved by AICTE, Affiliated to Anna University)
PERUNDURAI-638060 ERODE TAMILNADU INDIA



Transform Yourself

SERVICE RULES & HR POLICY

PRINCIPAL
KONGU ENGINEERING COLLEGE
THOPPUPALAYAM (PO)
PERUNDURAI (TK) ERODE - 638 060
TAMILNADU, INDIA



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
- 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
- v. Junior Assistant

3) Library

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

4) Physical Education

- i. Director of Physical Education
- ii. Assistant Physical Director
- iii. Assistant Physical Directress

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 / PA to Principal
- 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. Campus 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 (HMTV / LMTV)

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 |

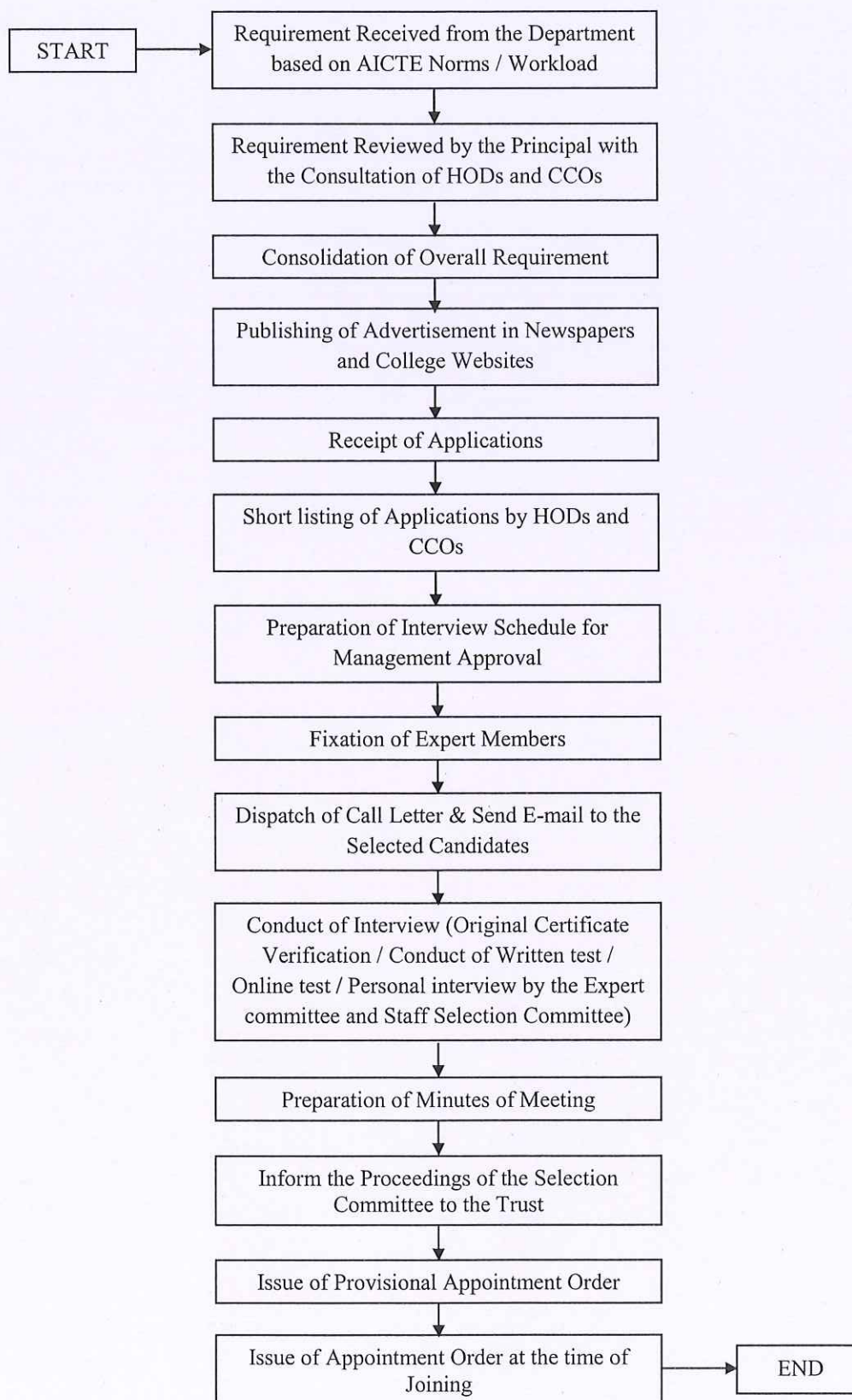
IX. BENEFITS EXTENDED

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. Promotions are given to the faculty based on the appraisal
10. Paper Publication incentives are given to faculty for publishing best research articles in Scopus / Sci indexed
11. Grant incentives are given to faculty for Projects granted by funding agencies
12. Special pay is given to faculty with Ph.D
13. Free Lodging facility to staff members who are staying in hostels
14. On campus Quarters facility available
15. 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.

KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE – 638 060

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 |
| | With Ph.D | Fresher's | Fitment at Rs.18600 |
| Assistant Professor (AP-III) | Without Ph.D | 4 Years Service as AP-II | Pay Band : Rs.15600 – 39100 Grade Pay: Rs.8000 |
| | With Ph.D | 3 Years Service as AP-II | Fitment at Rs.22320 |
| Associate Professor | Without Ph.D | 8 Years In AP-III | Pay Band : Rs.37400 – 67000 Grade Pay: Rs.9000 |
| | With Ph.D | 4 Years Service in AP-III (Normal) Atleast 2 Years Service as AP-III (Accelerated) | 1. Vacancy based 2. Promotion by interview and based on other contributions. |
| Professor | Ph.D with 10 Years | 5 Years Service as Associate Professor (Normal) Atleast 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 |

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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 |