



KARPAGA VINAYAGA COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi, and Government of Tamil Nadu,
Affiliated to Anna University, Chennai

HR MANUAL CUM EMPLOYEE HAND BOOK

KARPAGA VINAYAGA COLLEGE OF ENGINEERING & TECHNOLOGY
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POLICY DETAILS

1. INTRODUCTION

This document has been developed by ADMIN in order to orient employees with KVCET , herein referred to as the KVCET and make knowledgeable about working conditions, key policies, procedures and benefits of employment at KVCET and to inculcate with its general rules, service conditions, values, ethics and culture. The information provided in this Handbook applies to all employees of the Institution. The Handbook is a summary of our policies, which are presented here only as a matter of information and not as a promise of employment or as a contract between KVCET and any of its employees.

The employee is held accountable for reading, understanding and abide by the provisions of this Handbook. These policies are subject to change at any given point of time at the sole discretion of the Management and shall be intimated as and when such changes are made.

1.1. Welcome

Welcome to Karpaga Vinayaga College of Engineering & Technology! We are happy to have you as a new member of KVCET family!

The Mission of KVCET graduates with sound technical knowledge and skills in diverse engineering disciplines, adopting innovative teaching and experiential learning

practices by competent faculty, enhancing knowledge and skills in cutting edge technologies through alliances with industry and research organizations, creating conducive learning environment with state-of-the-art infrastructure and laboratories, inculcating ethical standards among students, both societal and personal through outreach programs".

Purpose of this Book

To maintain a congenial work culture and to enlighten the employees on the values and culture that KVCET stands for and to streamline the processes within the Institution and Departments to ensure that employee satisfaction is inclined with these Culture and Values.

2. Employee definition and status

An "employee" of KVCET is a person who regularly works for the Institution on a Permanent/Probation/Tenure/Contract basis.

2.1 Probationary/Tenure Period for New Employees

KVCET monitors and evaluates every new employee's performance for a specific period to determine whether further employment in a particular position or with the Institution is appropriate.

3. EMPLOYMENT POLICIES

3.1 TERMS OF EMPLOYMENT

The terms of employment will be as per the details mentioned

in the Appointment letter. The Institution holds the right to amend alters, and change any or all the terms and conditions governing employment. The Institution will also be the sole judge of the meaning and interpretation of all or any of these terms and conditions and its decisions thereon shall be binding on all employees. The employment contract is a contract between the individual employee and the Institution and the terms of contract are individual to each employee. Hence the employee is expected not to share the terms of the contract with others, including fellow employees.

3.2. New Employee Orientation

The formal welcoming process, or "Employee Orientation Programme," is conducted. This will be followed by the concerned Department to which the employee has been appointed to work with.

3.3. Personnel Records and Administration

The task of handling personnel records and related administration functions at KVCET is assigned to the Office. Personal files will be kept confidential at all times and include some or all of the following documents:

- ❖ Appointment Letter
- ❖ Educational Certificates & Work Experience certificates
- ❖ Joining Report on accepting appointment
- ❖ Salary fixation

- ❖ Medical records, if any, will be kept in a separate confidential file as an annexure.

3.4. Personal Records and Administration

In case of any change in employee personal record such as employee's name, address, telephone number, marital status, dependents, or insurance beneficiaries, or a change in the number of tax withholding exemptions, employee must report in writing to the Office at the earliest.

4 STANDARDS OF CONDUCT

4.1 General Guidelines

All employees are expected to get accustomed familiar with the Institution rules and standards of conduct and are expected to follow these rules and standards faithfully in conducting their work.

4.2 Hours of work

The normal hours are from 08:30 hours to 15:30 hours. An employee may be required to follow different work hours under special circumstances. Employee's immediate/reporting Head is to be consulted, if required.

4.3 Attendance and Punctuality

The Institution expects employees to be ready to work at the beginning of assigned daily work hours, and to reasonably complete it by the end of assigned work hours. They are to regularly sign their Attendance Register.

4.4 Work Schedule

Unless otherwise specified, regular full-time employees are expected to work only during the working hours as may be specified.

4.5 Absence and Punctuality

In case of emergencies, illnesses, or pressing personal issues that cannot be scheduled outside work hours may arise, it is the responsibility of all employees to contact the reporting authority if they will be absent or late and seek permission for late attendance. Unauthorized absence will be viewed seriously and attract strict disciplinary action.

4.6 Unscheduled Absence

Absence from work for three (03) consecutive days without notifying the superiors will be considered sufficient to initiate action against the employee. Action will be initiated against the employee who is absent from work for 3 consecutive days without proper approval.

4.7 Harassment Policy

The Institution does not tolerate workplace harassment. Workplace harassment can take place in many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults, etc.,

4.8. Gender Harassment Policy

The Institution is committed to maintain an environment free of gender harassment, which may include unwelcome advances, requests for immoral /unsocial/unethical favors, or other unwelcome verbal or physical contact when such conduct creates an unpleasant or offensive, hostile, and intimidating working environment and prevents an individual from

effectively performing the duties of their position. Every employee must ensure that their conduct with fellow employees and students must be of accepted social, moral, ethical and social norms. Any act contrary, will be deplorable and will be dealt with sternly.

4.9. Violence at Workplace

Any act of violence at work place will be viewed seriously. The Institution prohibits any act of workplace violence and will have a zero tolerance policy. Consistent with this, acts or threats of physical violence, including intimidation, anonymous letters and emails, harassment, and/or coercion, which involve or affect the Institution/employees/Institution stake holders or which occur on KVCET, will not be tolerated.

4.10. Confidential Information and Non-disclosure

Employment with the Institution shall invariably require employees to agree that they will not disclose or use any of the Institution's confidential information, either during or after their employment. The Institution sincerely hopes that its relationship with its employees will be long term and mutually rewarding. However, employment with the Institution assumes an obligation to maintain confidentiality, even after an employee quits the Institution's employment.

4.11. Ethical Standards

KVCET insists on the highest ethical standards and human values. When faced with ethical issues, employees are expected to make the right professional decision consistent with the Institution's principles and standards.

4.12. Dress Code & ID Card display

Employees of the Institution are expected to present themselves in a clean and professional appearance, both inside and outside the Institution. Dressing in a fashion that is clearly unprofessional, inconsistent with contemporary socially accepted traditions, and which is deemed improper and unsafe, or that negatively affects KVCET reputation or image is not acceptable and do not go by the culture. It is mandatory for all employees to display in person, the ID card issued by the Institution, during hours of work. This will also apply to employees who may represent the Institution at various forums within and outside the Institution.

4.13. Use of Office Equipment

KVCET will provide employees with the equipment needed to do their job. None of this equipment should be used for personal use, nor removed from the physical confines of Institution - unless it is approved for a job that specifically requires use of the equipment outside the physical facility.

4.14. Use of Computer, Phone, and Mail

The Institution property, including computers, phones, electronic mail, and voice mail, should be used only for conducting the official work.

4.15. Use of Internet

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for official purposes and must not interfere with employee productivity.

4.16. Use of Computer Software

KVCET does not encourage the illegal duplication of software. The Institution ardently follows copyright law. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. "It is illegal to make or distribute copies of copyrighted material without authorization". The only exception is the user's right to make a backup copy for archival purposes.

4.17. Alcohol and Substance Abuse

It is the policy of the Institution that the workplace and the campus will be free of known kinds of substance abuse and alcoholic beverages. The Institution has a zero tolerance policy in this regard.

4.18. Complaint Procedure & Grievances

In case of any job-related issue, question, or complaint employees should first discuss it with their immediate supervisor. If the issue cannot be resolved at this level, the Institution encourages the employees to contact the Principal. Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of the Institution, should immediately report the violation in accordance with the following procedures:

1. Complaints should not be sent through anonymous post/email.
2. Complaints should be communicated to the Management through Principal.
3. Employees are encouraged to hand over the complaints in

person to the Principal depending on the nature and gravity of the complaint.

The Institution has a well structured grievance redressal system for the employees so that they can discharge their duties effectively without any difficulties. Hence if there is any grievances employees are expected to bring them to the notice of the concerned HoDs.

4.19. Corrective Procedure

Unacceptable behavior that does not lead to immediate dismissal may be dealt with in any of the following manners: (a) Counselling, (b) Oral Reminder, (c) Written Warning, (d) Decision-Making Paid Leave, (e) Suspension pending investigation.

4.20. Misconduct

An employee, who is found guilty of misconduct, or, violates the sanctity of the Institution, or any of its policies, detrimental or otherwise, will be dealt with in accordance with the Institution rules and regulations. The Institution reserves the right to take the appropriate disciplinary action as may deem fit.

4.21. Outside Employment

The Institution prohibits employees from taking any outside job for pay.

4.22. Return of Institution Property

Any of the Institution property issued to employees, such as computer equipment, keys, employee ID card, official records must be returned back to the Institution at the time of relieving.

Employees will be responsible for any lost or damaged items based on which the employee will be issued the No Dues Certificate to settle the full and final accounts.

5.RECRUITMENT, JOINING, PROMOTION AND RELIEVING

- 5.1. Recruitment is normally done during March /April / May
- 5.2. The number of Vacancies in the different cadres shall be communicated by the Principal / Designated Authority based on the student strength / existing faculty / resignations or terminations of staff members to the Management for approval.
- 5.3. Vacancies shall be advertised in leading newspapers.
- 5.4. Screening of applications shall be done by the respective Screening Committee.
- 5.5. Screening will be done as per the qualification, experience and other credentials prescribed by the AICTE, UGC, Anna University and Selection Committee.
- 5.6. Shortlisted candidates shall be informed through call letters and over telephone by the Administrative officer.
- 5.7. Selection Committee for interview shall be constituted and functions as per the guidelines approved by the Governing Council. The Committee consists of the following members:
 - a) Director of the Institution
 - b) Principal
 - c) Head of the Department / Senior Professor
 - d) Subject Expert

5.8. The applications received will be short-listed either through a written test or based on qualification and experience and the short-listed candidates will be called for personal interview and selection will be made on merit.

6. DESIGNATION

Designation for the selected candidates in teaching cadre shall be followed (given below) as per the education qualification and experience.

- ❖ Professor
- ❖ Associate Professor
- ❖ Assistant Professor

6.1. PAY FIXATION

Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post, and as approved by the Governing Council based upon the qualification and experience of the candidate and other credentials.

6.2. JOINING

At the time of joining, the employee will be given induction about the Human Resource Policy, dress code and other rules and regulations of the Institution.

6.3. PROMOTION

In the case of promotion to a higher cadre, the appointment and fixation of the initial pay in the higher scale will be done as per the norms.

6.4. RELIEVING

- ❖ The teaching staff shall have to tender his / her resignation by giving three months notice or two month's salary in lieu thereof whereas non teaching and admin staff has to submit one month notice or one month salary.
- ❖ The notice shall be co - terminus with the end of the semester / academic year.
- ❖ Staff should ensure that they should not avail any leave / on duty during their notice period except Compensatory leave. The unavoidable leave taken during notice period will be treated as leave on loss of pay.
- ❖ If a Teaching staff avails more than 10 days of leave during notice period they should extend their notice period based on the availed leave days.
- ❖ For non teaching and admin staff members more than two days of leave during notice period will lead to extension of notice period based on the availed leave days.
- ❖ The Head of the Institution with approval of the designated authorities has the power to terminate the services of a member of the college for any of the following reasons:
 - * Serious misconduct and willful negligence of duty
 - * Gross insubordination
 - * Physical or mental unfitness
 - * Participation in any criminal offence involving moral turpitude.

In such termination the staff member is not eligible for any terminal benefits.

- ❖ The newly selected faculty should serve at least for one full year. No staff member is eligible to draw vacation salary if they resign during vacation Period.

7. EDUCATIONAL QUALIFICATION FOR TEACHING FACULTY Assistant Professor (Engineering/Technology)

- ❖ B.E/B.Tech/B.S and M.E/M.Tech/M.S or Integrated M.Tech in relevant branch with First Class or equivalent in any one of the degrees.

Assistant Professor (Management)

- ❖ Bachelor's Degree in any discipline and Master's degree in Business Administration

with First class or equivalent and two years of professional experience after acquiring the Master's degree.

Assistant Professor (Computer Applications)

- ❖ Bachelor's Degree in any discipline and Master's degree in Computer Applications (MCA) with First Class.

Assistant Professor (Science & Humanities)

- ❖ A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned /relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university. Besides fulfilling the above qualifications, the candidate must have M.Phil. degree in

the relevant field

Associate Professor (Engineering /Technology/ Management / Computer Applications):

- ❖ Ph.D. Degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- ❖ At least total 6 research publications in SCI journals/UGC/AICTE approved list of journals.

AND

- ❖ Minimum of 8 years of experience in teaching/research/industry out of which at least 2 years shall be post Ph.D. experience.

Associate Professor (Science & Humanities)

- ❖ A good academic record, with a Ph.D. Degree in the concerned /allied/relevant disciplines
- ❖ A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

A minimum of eight years of experience of teaching and or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC listed journals.

Professor (Engineering / Technology/ Management / Computer Applications):

- ❖ Ph.D degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.

AND

- ❖ Minimum of 10 years of experience in teaching/research/industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

AND

- ❖ At least total 6 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals and at least 2 successful Ph.D guided as Supervisor /Co-supervisor till the date of eligibility of promotion.

OR

- ❖ At least 10 research publications at the level of Associate Professor in SCI journals/UGC/AICTE approved list of journals till the date of eligibility of promotion.

Professor (Science & Humanities):

- ❖ An eminent scholar having a Ph.D. degree in the concerned/allied/relevant disciplines, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC listed journals .

- ❖ A minimum of 10 years of teaching experience in university/college as Assistant Professor/Associate Professor /Professor and / or research experience at equivalent level at the University/National level Institutions with evidence of having successfully guided doctoral candidate.

OR

- ❖ An outstanding professional having a Ph.D degree in the relevant/allied /applied disciplines, from any academic Institutions/industry who has made significant contribution to the knowledge in the concerned /allied /relevant discipline, supported by documentary evidence provided he/she has ten years experience.

Senior Professor:

- ❖ Ph.D degree in the relevant field.

AND

- ❖ Minimum ten years of experience in the cadre of Professor.

AND

- ❖ At least 8 research publications in SCI journals/UGC/AICTE approved list of journals should have at least 2 successful Ph.D guided as Supervisor/Co-supervisor as a Professor.

OR

- ❖ At least 8 research publications in SCI journals/UGC/AICTE approved list of journals, should have provided academic leadership as Institution Head at

least for 3 years at the level of Professor.

OR

- ❖ At least 8 research publications in SCI journals/UGC/AICTE approved list of journals should have provided educational leadership at state/national level at least for 3 years at the level of Professor.

AND

- ❖ At least one patent awarded

OR

Development of one MOOC course applicable at national platform.

Principal / Director

- ❖ Ph.D degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.
- ❖ At least two successful Ph.D guided as supervisor/Co-supervisor and minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.
Minimum 15 years of experience in teaching/research/industry out of which at least 3 years shall be at the post equivalent to that of Professor.

8. ROLES AND RESPONSIBILITIES

8.1. PRINCIPAL

- ❖ Assisting the Management in making the policies and taking decisions on setting goals and achieving them.
- ❖ Coordinating the activities with the University, AICTE, DOTE, Government and NBA/NAAC for Affiliation,

Approvals, Admissions and Accreditation respectively and other related works.

- ❖ Making the short term and long term plans in setting out the priorities based on the 10 years strategic plan of the Institution.
- ❖ Carrying out the mission, goals and the policy of the Institution approved by the Governing Council giving top priority for discipline and quality education.
- ❖ Looking after the overall administration including preparation of the annual budget and monitoring the progress and development of the college with the aim of raising the status of the Institution thus nurturing the institute with high potential and excellence.
- ❖ Managing the curricular, academic and other related activities.
- ❖ Monitoring the overall discipline, growth and development of the college. Arranging HoD and staff meetings periodically and also monitoring the University examinations and other Examinations.
- ❖ Encouraging Research/Consultancy activities in the college by Interacting with the industries, leading Institutions and research organizations etc. in the National and International level and sign MOU.
- ❖ Encouraging and motivating the staff and students by identifying the hidden talents within them.
- ❖ To support in all aspects pertaining to the development of the individual and the Institution.
- ❖ To take necessary steps to improve the placement

services for the students.

- ❖ Coordinating with the management for the recruitment of teaching and non-teaching staff.
- ❖ Attending other works assigned by the Management and Governing Council.
- ❖ To organize and conduct Induction Day, College Day, Sports Day and Graduation Day.

8.2. HEAD OF THE DEPARTMENT

- ❖ Coordinating the activities of the faculty in the department to offer quality education to the students and achieve the desired goals of the college.
- ❖ Planning and monitoring the overall department's activities.
- ❖ Time Schedule for the syllabus coverage, internal tests and opening and closing of semesters.
- ❖ Arranging for the departmental requirements such as staff, equipments, library books, textbooks and other infrastructural facilities.
- ❖ Preparing and submitting the annual department budget to the Principal.
- ❖ Developing, installing and maintaining department laboratories.
- ❖ Convening departmental meetings.
- ❖ Identifying the brilliant and talented students and encouraging them to pursue for higher education.
- ❖ Counseling and guiding students.
- ❖ Identifying and encouraging the faculty to apply for

Research projects to different funding agencies to carry out consultancy work and to publish papers in National and International Journals conferences with high impact factors and to carry out the activities successfully.

- ❖ Assisting the Principal in all administrative, academic and other matters.
- ❖ Reporting to the Principal periodically on all matters in respect academics, administration, discipline, research etc.
- ❖ Organization of and participation in, seminars and continuing education programmes and to arrange for revision of syllabus in coordination with the university.
- ❖ To motivate staff and students to become members in professional organizations.
- ❖ To take necessary steps to develop industry institute interaction.
- ❖ Encourage the students to apply for the research projects, to carry out consultancy and to publish papers in National and International Journals & conferences.
- ❖ Arrange number of continuing education programmes for practicing engineers and workers of the industry.
- ❖ To check the course files of the faculty members and suggest corrective measures.
- ❖ Maintaining all records as stipulated by University, NBA and equivalent Accrediting bodies.
- ❖ HoD shall fill up the proforma for Performance appraisal for each faculty in the department and submit to the

Principal every year along with his/her self assessment form.

8.3. TEACHING FACULTY IN THE DEPARTMENT

- ❖ The teaching load will be allotted by the HoD after taking into the account of the Faculty Members interests and Experience.
- ❖ In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HoD / Principal in the academic, co-curricular or extra-curricular activities, Research and Consultancy works.
- ❖ Every Faculty Member must organize seminar on some topic at least once in each semester to other faculty.
- ❖ Every Faculty Member 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.
- ❖ 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 the appropriate alternate arrangements suggested.
- ❖ The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.
- ❖ The Faculty Advisor must update the student's personal

file / log book regularly and put up for inspection by HoD / Principal as the case may be.

- ❖ Each Faculty shall fill up the proforma for self assessment and submit to the HoD every year.

8.4. PLACEMENT & TRAINING OFFICER

- ❖ To look after the training and placement activities of students and also to have close liaison with industry for placement of students.
- ❖ To arrange Training programmes for soft skills and interview facing skills for the students using Institutional and external expertise, which may be helpful in pursuing Higher Education within the country or abroad which includes notification regarding various competitive examinations.
- ❖ To work in consultation with Coordinator, Industry Institute Interaction for Organizing lectures from the Professionals from industry.
- ❖ To prepare Placement Brochures of departments, to invite prospective companies for campus recruitment and arrange for various facilities required on the date of interview.
- ❖ To register students for the placement with prescribed qualifications and to achieve maximum possible placements for the students by guiding them on various interview techniques, group discussion, aptitude tests. To collect feedback from the companies coming for placement, collect appointment letters and distribute them to selected students.

- ❖ To update the placement activities periodically to the HoDs and Principal.

8.5. PHYSICAL DIRECTOR

- ❖ Assisting the Principal in maintaining discipline in the campus and ensuring overall discipline among all the students participating in sports and games.
- ❖ Coordinating the activities of the staff in the Physical Education Department for ensuring effective functioning.
- ❖ Suggesting changes and development, preparation and submission of the annual budget to the Principal.
- ❖ Planning and time scheduling for student's accessibility to the equipments, grounds and other facilities made available in the Department.
- ❖ Attending the meeting at the University level regarding Physical Education.
- ❖ Arranging for the training of himself / herself and the colleagues in advance programs.
- ❖ To Organize and conduct sports and games at the University level, District/State level.
- ❖ To Organize Inter-departmental sports, inter collegiate and University competitions.

8.6. LIBRARIAN

- ❖ Ensuring maximum utilization of library facilities and responsible for overall operating efficiency of the library with maintenance of discipline and decorum inside the library.

- ❖ Preparation and Co-ordination of annual budget of the library and library activities, Selection and recommendation of staff for further training.
- ❖ Collection of indents from various departments and processing them for procurement, Purchase and maintenance of books, new journals and renewal of subscriptions.
- ❖ Administration of library records, Furnishing information on all matters relating to library, Updating the records, books and computers.
- ❖ Arranging annual stock verification, Collection and preservation of statistical records related to library and Planning for changes and reorganization whenever need arise.
- ❖ Maintenance of library Automation and Digitization of library.
- ❖ Maintenance of good inter-departmental relationship for better co-ordination.
- ❖ Removing the obsolete book materials in consultation with the concerned department, securing the soiled through rebinding and binding of important back volumes.
- ❖ To organize library co-ordination committee meetings with Principal as chair.

8.7. TECHNICAL STAFF

- ❖ Assisting in installation, operation and maintenance of laboratory equipments and their calibrations.
- ❖ Assisting in scheduling and conducting practical and

drawing classes.

- ❖ Helping in indenting and purchasing of stores and consumables for laboratories and Workshops.
- ❖ Helping the faculty in research, consultancy and testing works in respect of projects.
- ❖ Assisting the faculty in matters relating to design, fabrication and computer work.
- ❖ Assisting in the operation of telephones, intercom, Internet, Audio Visual aids and other housekeeping activities in the campus.
- ❖ Taking specific responsibilities at the time of organizing of function, workshops and seminars specially assigned to them.

8.8. ADMINISTRATIVE OFFICER

- ❖ Administrative Officer has the responsibility of the overall administration of the office personnel of the college.
- ❖ Responsible in installation, operation and maintenance of equipments in the campus.
- ❖ Responsible in indenting and purchasing of stores, stationery and consumables for laboratories and Workshops.
- ❖ Maintenance of inward and outward corresponding registers with all required details.
- ❖ Maintenance and issue of Transport concession forms together with bonafide certificates.
- ❖ Administrative Officer has the responsibility of maintenance of attendance and leave record

- ❖ Ensuring the staff vacancy and coordinating the interview.
- ❖ Maintain the employee records and update on regular basics
- ❖ Responsible for approvals from AICTE, Affiliation from Anna University.

8.9. ACCOUNTS OFFICER

- ❖ Planning, organization and maintenance of the college, hostel and general stores account.
- ❖ Maintenance of petty cash accounts and advances.
- ❖ Maintenance of accounts of research projects sponsored by AICTE, DST, CSIR etc.
- ❖ Audit responsibility in respect of internal audit once a month and external audit once a year.
- ❖ Maintenance of all kinds of deposits and refunds together with their records.
- ❖ Preparation and filing of income tax statements for the college staff.
- ❖ Settlement of bills.
- ❖ Assisting the Principal in the preparation of the annual budget.
- ❖ Ensuring overall efficiency of the accounting section of the college office and management of the accounting staff.
- ❖ Preparation of monthly salary statement.
- ¢ Preparing and filing the Employee Provident fund and Employee State Insurance on monthly basis.

8.10. DEPUTY WARDEN (HOSTEL)

- ❖ To ensure smooth running of the hostels, mess and other facilities within the hostel.
- ❖ To ensure that no ragging takes place in the hostels and maintain a ragging free Hostels.
- ❖ To ensure maintenance of Discipline in and around the Hostel.
- ❖ To maintain daily attendance record of students, their present and absent days along with reasons for absence.
- ❖ Oversee health, hygiene and general life of the residents in the Hostel and to ensure that they observe the Regulations and discipline in accordance with the rules framed thereof.
- ❖ To be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students.
- ❖ To be responsible for the proper maintenance for the Concerned Hostel.
- ❖ Take disciplinary action against a resident student for keeping any unauthorized guest/material in their room.

9. GUIDELINES/CONDITIONS FOR AWARD OF INCENTIVES FOR RESEARCH PUBLICATIONS, RESEARCH PROJECTS, CONSULTANCY AND OTHER ACTIVITIES

- ❖ Award of incentive for research publication in the referred international/national journals by the faculty members

who are on regular scales. The Principal is authorized to sanction the award of incentive after ensuring the compliance of the conditions as cited below:

- ❖ The journal should be listed by Anna University / UGC
- ❖ Copy of publication to be submitted
- ❖ There shall be no ceiling limit on the number of publications an individual faculty can publish.
- ❖ The cash incentive is awarded for each paper published in refereed International or National journal/Monograph/for each chapter published in a book with ISBN by reputed publishers. The quantum of incentive will be based on indexing and impact factor.
- ❖ Incentives are only for nonpaid journals. The faculty should submit proof for the Impact Factor Journal (DoI & ISSN).
- ❖ Research paper author should be a faculty of KVCET for receiving the cash incentive.
- ❖ Award of incentive for faculty members who receive state, national and international recognition/award.
- ❖ Any other conditions which the sanctioning authority deems fit.

9.1. Award of Incentive for Consultancy works

- ❖ The Principal and members of the teaching staff may be permitted to undertake consultancy work as per rules and regulations laid down by the Management from time to time. All consultancy works whether carried out by an individual or a group of faculty will be considered as

College consultancy, and should be accepted after taking prior permission for undertaking the consultancy work from the Principal.

- ❖ A request received from the industry or organization for carrying out an investigation / research / design referred by Head of the Department to suitable faculty members for providing a solution to a problem is termed as consultancy project.
- ❖ Individuals or departments may take up consultancy work after intimation and approval of the Management through the Principal.
- ❖ A written signed agreement in the prescribed form must be obtained from the client by the consultant and be accepted and authorized by the concerned Faculty member and the Principal respectively.
- ❖ All consultancy work shall be approved by the Management and categorize the consultancy as Type I or II consultancy and then taken up by the Principal Investigator.

Type I : Consultancy projects which do not require laboratory facilities of the departments.

Type II: Consultancy projects involving use of laboratory facilities of the Departments which will cover testing, measurements, calibration of equipment and testing of equipment in lab, field testing and measurement and research and development work using lab facilities.

- ❖ The receipt of all charges for Consultation should be in favour of the College.

- ❖ No consultancy work will be undertaken unless the consultancy fee has been received in advance. For long duration consultancy projects which are likely to continue beyond a financial year, the project work may be planned in phase with advance fee received before the starting each phase.
- ❖ The Principal would examine each request for permitting a member of the faculty to accept a consultative or similar assignment keeping in mind that the proposed assignment would be in the interest of the college in the long run and will not adversely affect the faculty members work at the college.
- ❖ For any outside visits, leave as due, is to be availed by the concerned staff member, Special Casual leave or duty leave may be permitted at the discretion of the Principal.
- ❖ Distribution of Funds: Type: I (without using College facilities).
- ❖ After deduction of all the expenses in connection with the consultancy, the balance amount shall be disbursed to the PI / Institute /Department in the ratio 70%: 20% : 10%
- ❖ Distribution of Funds: Type: II (using College facilities).
- ❖ After deduction of all the expenses in connection with the consultancy, the balance amount shall be disbursed to the PI / Institute /Department in the ratio 50%: 25% : 25%.

9.2. PATENT

- ❖ All the faculty members are encouraged to work on innovative areas which lead to patents.

- ❖ Patenting process fees will be given by Management.
- ❖ The Institution is the applicant and persons who conceived the idea/projects/prototype/ innovations are the inventors.
- ❖ In case of the filed patent/granted patent progresses to Technology Transfer/Product Development and subsequent commercial process within the Institution/collaboration with other organization, the monetary benefits shared by the Institution and Inventors in the ratio of 50:50.
- ❖ The inventors of the patents are appreciated, recognized and rewarded with the cash prizes in the college day event.

9.3. FINANCIAL ASSISTANCE FOR FACULTY ATTENDING THE SEMINAR / CONFERENCE/WORKSHOP AND MEMBERSHIP IN PROFESSIONAL BODIES

Financial Assistance:

- ❖ Registration / TA - for National and International Events in India an Assistance to the extent of 50% of registration fee /TA whichever is higher.
- ❖ Registration / TA - for International Events outside India, an Assistance to the extent of 50% in registration fee, subject to the limit of Rs. 25,000/-.
- ❖ Membership fee for renowned professional bodies to the faculty members.

9.4. Conditions for sanction of Financial benefit

- ❖ Financial benefit can be availed by the faculty member for oral presentation in the conference/ poster presentation/keynote speaker/invited talk. Affiliating information should compulsorily be displayed in the presentation.
- ❖ Faculty should be a full time employee.
- ❖ If there are one or more authors for a paper, only one author will be eligible for financial assistance.
- ❖ In case a staff member is selected to present a paper in the International Conference abroad, he/she can avail such assistance if he/she had not received assistance in the earlier two years. In the case of conferences within the country, the benefit can be availed once a year.
- ❖ The assistance is released on reimbursement basis.
- ❖ The support provided shall be such that the total assistance received from all sources, including this financial assistance, shall not exceed the expenditure.
- ❖ The reimbursement is subject to the production of vouchers for registration fee and travel tickets. Self-certification regarding assistance, if any received from other sources for the purpose shall also be produced.
- ❖ The financial assistance for participation in the International conference is funded subject to review of the Experts by screening the paper prepared and to be presented by the faculty before deputing the faculty and also to check the credibility of the conference.
- ❖ A faculty is eligible to claim financial assistance for a

maximum of one programme in a year.

9.5. Guidelines /Conditions for deputing Faculty members for Higher Studies

- ❖ To depute a maximum of 35% of the total faculty members in a department for pursuing Ph.D. programmes on Part - time subject to the following guidelines:
- ❖ Conditions for issuing No Objection Certificate for registering Part time /External Ph.D. programme
- ❖ To execute a bond (on Stamp Paper) with a surety to serve in KVCET to a minimum period of one year after successful completion of Ph.D. programme.
- ❑ That in case the faculty fails to fulfill the above condition, the faculty and the surety shall jointly and severally be liable to pay three months salary to KVCET .
- ❑ The faculty shall be bound by the rules of Management from time to time.
- ❑ The Institution has the right to waive the conditions / deny permissions

9.6. Policy and monitoring Guideline for Assessment and Evaluation of the Faculty Performance based with regard to poor performance rated by Student Feedback, Results, Self Appraisal, HoD& Principal's Feedback

- ❖ The Institution has introduced a policy and monitoring guideline for assessment and evaluation of the faculty and HoDs performance based on the rating of Student feedback, results, self appraisal, HoD's & Principal's

feedback.

9.7. Faculty members should submit a self appraisal form covering all activities carried out in a particular year which includes Academic Performance, Service to college, Professional development, Research and Development activities, Industry Institute Collaboration for 1000 marks. The policy regarding the self appraisal is mentioned below:

- ❖ Minimum score is required to continue service with regular increment.
- ❖ The faculty with low marks shall not be eligible for any special benefits /deputation for seminars, workshops, conference, deputation to higher studies etc., and they shall be deputed to Department programmes to improve their skills and teaching abilities with due recommendation of the concerned HoD and approval of the Principal.

10. Performance and Salary Reviews

Employees will strive to succeed in their jobs and to grow professionally. In an effort to support this growth and success, KVCET has a review process for providing formal performance feedback. Feedback includes a Performance Evaluation, and appraisal. Salary/wage reviews occur annually in conjunction with performance review process. The calculation and implementation of changes in base salary/wage depend on professional performance and will generally occur at the beginning of

an academic cycle.

10.1. Opportunities for Advancement-Progression and Promotion

KVCET wants employees to use every opportunity to advancing to other positions or opportunities within the Institution. Approval of progression moves or promotions depends entirely upon performance and suitability and is at the sole discretion of the Management in line with existing norms as laid down by regulatory authorities and recommendations by Principal.

10.2. Tax Compliance

Employees are expected to comply with tax, and other legal requirements applicable, at all times. The Institution reserves the right to deduct income tax at source/other statutory contributions as required by law on a monthly basis, from employee's salary.

11. BENEFITS TO EMPLOYEES

11.1. Hours

The Institution works for six days in a week (Monday to Saturday) except third Saturdays.

Staff working hours are listed below:

Teaching staff	: 08.30AM to 03.30 PM
Non-Teaching staff	: 08.30AM to 03.30PM
Admin staff	: 08.30AM to 03.30 PM
Library Shift Timing 1	: 08.30AM to 03.30 PM

Library Shift Timing 2 : 10.00AM to 06.00 PM

11.2. ATTENDANCE

- ❖ The staff has to sign in the Attendance Register during Morning and Evening .
- ❖ For some positions the job demands extra time for which the staff should be loyal enough to discharge their duties and responsibilities.
- ❖ If the employee comes late from the shift timings appropriate Permission/Leave has to be applied.
- ❖ For leave, on-duty and permission, staff member has to apply and get approval before availing.
- ❖ Only in case of emergency situations, leave has to be applied and approved in next working day.
- ❖ For hostel Deputy Wardens their week off slot will be allotted during their date of joining.

11.3.Employee Provident Fund (EPF)

The eligible members of the staff are enrolled in the Employees Provident Fund scheme (EPF) and contribution as prescribed by the EPF Act is deducted from their salary.

11.4.INSURANCE

- ❖ The staff members of KVCET who are covered under medical insurance are entitled to avail 50% concession on diagnostic services in case of outpatient at our Karpaga Vinayaga Hospital.
- ❖ All staff members and students of KVCET are covered

under mandatory accidental insurance.

- ❖ All the staff members of KVCET are entitled to avail free ambulance service in case of emergency from the institute to any other hospital in and around Chennai.

11.5.TRANSPORT

The staff members of KVCET are given transport facility to various parts of the city. Teaching staff ,Non teaching staff and Administrative staff are eligible to avail free transport facilities.

11.6.HOSTEL

- ❖ The employees can avail hostel facility if needed.
- ❖ Well Ventilated Rooms are available at minimal cost and hygienic food is also provided.
- ❖ Faculty members staying in institute hostels should take additional responsibilities in maintaining discipline and academic activities among the students after the college hours. Further, they can avail free accommodation facilities.

11.7.CANTEEN

- ❖ The college has Canteen that caters to the needs of the staff where snacks and food are sold at a reasonable price.
- ❖ Supportive staff members who work in the hostel premises can avail food facilities at free of cost.
- ❖ Non teaching staff members will be provided breakfast and lunch in hostel mess at free of cost

11.8 EMPOWERMENT STRATEGIES

- ❖ Incentives based on Performance Appraisal.
- ❖ Tuition fee concession for Staff Members ward's education in Karpaga Vinayaga group of Institutions.
- ❖ Library facilities are extended to Non teaching staff members to update their knowledge.
- ❖ Teaching and Non teaching staff are encouraged to attend different programmes to update their knowledge

12. LEAVE / COMPENSATORY OFF

12.1 CASUAL LEAVE

- ❖ Eligible from succeeding month from the joining month.
- ❖ Each month one day of casual leave will be allotted which can be carried forward to the next month.
- ❖ 12 Days of casual leave per calendar year and un-availed casual leave will not be carried forward to next calendar year.
- ❖ 2 Days of Restricted Holidays (RH) per calendar year will be given to all staff for religion occasion.

12.2. ON DUTY

- ❖ Eligible from succeeding month from joining month for Teaching Staff.
- ❖ Each year fifteen days of On-Duty leave will be allotted which will not be carried forwarded to next year.
- ❖ For the staff members who join in the middle On-duty days will be allocated based on the joining month.
- ❖ On-Duty can be availed for the purpose of invigilation,

paper valuation, external practical examiner, attending conference, seminars and workshops.

- ❖ Attendance certificate has to be produced on next working day after availing On-Duty.

12.3 SPECIAL ON DUTY

- ❖ The staff members who are accompanying students for industrial visits, Engaged in education fair and Placement drive will be provided Special On-duty.
- ❖ Special On-duty can also be availed for Attending Staff Selection Committee Meeting and Board of Studies meeting.
- " The staff working in Placement department and Physical Education Department can avail special on- duty based on the necessity with prior approval from the Principal.

12.4 COMPENSATION LEAVE

- ❖ If a staff member is working on holidays/Sundays with prior permission he/she is eligible to avail Compensatory leave (CS).
- ❖ Compensatory leave should be availed within the next three months time.
- ❖ A Staff member should work for at least four hours to avail half a day of Compensation leave and seven hours to avail full day Compensation leave.
- ❖ Compensation form has to be submitted for updating in the separate Register.

12.5 VACATION LEAVE

- ❖ The number of vacation days will be declared by the Institution for both summer vacations and winter vacations.
- ❖ For teaching staff maximum of 20 days of summer vacation and 10 days of winter vacation.
- ❖ For placement department staff and non teaching staff maximum of 12 days of summer vacation and 5 days of winter vacation.
- ❖ A staff member with more than one year of service in KVCET will be eligible for full vacation and completed six months of service in KVCET is eligible for half the vacation.
- ❖ Staff member with less than six months of service are not eligible to avail vacation leave.
- ❖ The staff are required to report duty during the vacation time in case of necessity.
- ❖ Vacation Leave has to be availed during the notified vacation slot and it cannot be claimed as compensation leave.

12.6 MATERNITY LEAVE AND LONG LEAVE

- ❖ Before availing Maternity leave and Long Leave the staff member has to get prior permission.
- ❖ If an employee avail leave for more than 20 days it will be treated as Long Leave.
- ❖ Women employees can avail 6 months of Maternity Leave.
- ❖ The women staff who are covered under ESI will be paid

salary as per ESI Act during their Maternity leave.

- ❖ Long Leave and Maternity Leave cannot be combined with Casual Leave, Earned Leave, Medical Leave, Compensation Leave, On-Duty, Week Off and declared Holidays.

12.7 SABBATICAL LEAVE

A maximum of one year Sabbatical Leave at a stretch is permitted to confirmed teaching staff who have put up 7 years of service with the Institution. During the entire service with the Institution, an employee may avail only 3 spells with a gap of atleast 3 years between each spell. This leave is permitted to conduct research or advanced studies in India/abroad and for other specified academic activities.

13. EXPENSES

13.1. Introduction

The following is a comprehensive guide to the KVCET policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy-authorizing an expense report indicates to Institution that the expenses reported are legitimate, reasonable, and complies with this policy.

13.2. Expense Reimbursement

Under ordinary circumstances, it is the policy of the Institution to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on official engagements of the Institution are entitled to transportation, hotel accommodation, meals, and limited incidentals (for example, taxis and

telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort. Expenses for attending national and international conferences and presenting papers at different forums are also reimbursed based on merit.

14. EMPLOYEE COMMUNICATIONS

14.1. Open Communication

The Institution encourages employees to solve any issues with a co-worker amicably with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the issue is not properly addressed, employees should contact the Principal. Any information discussed in an Open Communication meeting is considered confidential, still allowing Management to respond to the problem. At no point will an employee use offensive methods against any employee for appropriate usage of Open Communication channels.

14.2. Suggestions

KVCET welcomes employee's suggestions and innovative ideas about making the Institution a better place to work and enhancing service to the society at large as envisioned. Any employee who sees an opportunity for improvement is encouraged to talk it over with Management. Management can help bring ideas to the attention of the people in the organization that will be responsible for possibly implementing them. All suggestions are valued.

15. Closing Statement

Pleasant working environment and relationships solely rely on communication success. It is important that employees stay

aware of changes in procedures, policies, and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at KVCET.