



KATHIR COLLEGE OF ENGINEERING

[Approved by AICTE and affiliated to Anna University]

Wisdom Tree, Avinashi Road, Neelambur, Coimbatore 641062

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HR MANUAL

(For Local circulation only)

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About Us

Kathir College of Engineering was established under the aegis of Lamika Educational and Charitable Trust in the year 2008 with a great vision of providing high quality education in the field of Engineering.

Lamika Educational and Charitable Trust is ably administered by Managing Trustee Shri. E S Kathir and Trustee Smt. Lavanya Kathir.

Good governance is ensured through well-framed rules and regulations by the Board of Trustees of Lamika Educational and Charitable Trust and Governing Council of our Institution.

General Information

Kathir College of Engineering (KCE) is a prominent Institution with a vision to be in the forefront of Technical Education as an Orbit Shifter. We at KCE strive to develop competent and committed professionals driven by values, who aim to take over the corporate and industrial world with a strong zeal and passion.

KCE intends to change the lives of young students by developing knowledge and accelerating careers under the roof of the wisdom tree. We focus on imparting skill in niche areas to our students with an emphasis on the basic engineering concepts.

All our faculty members are having vast experience and expertise in Practice Oriented Teaching Learning Process. In addition to the core faculty team, we strongly get connected to experts from IT and core industries to enrich students' knowledge with their industrial and corporate experience.

Quality Policy

We are committed to produce Real-Time Problem solving and ethical Engineers through

- Technology Enabled Teaching Learning Process
- Industry influenced academic eco-system
- Instilling ethical practices and problem solving skills

- Receiving and working on 360 degree feedback system

Vision

Strive to promote **Excellence in Engineering Education** and Research by developing our students as **Real-Time Problem solvers** thereby contributing to the **Societal needs**

Mission

- Promote excellence in Core and allied studies through **Technology enabled Teaching and active learning practices**
- Develop multi-talented and committed human resources by providing **research-oriented ambience to innovate and find solutions** for Real-Time Problems.
- Create **socially responsible engineers with team-spirit / entrepreneurs** with necessary leadership skills thus contributing towards a better world
-

Working Hours

The normal College working hours is 9.00 a.m. to 4.30 p.m. The staff should report to duty 15 Minutes earlier and leave the college 15 minutes after the scheduled working hours.

All Sundays and Public holidays declared by the Government of Tamil Nadu and local district administration will

be holidays for the institution. A working day may be declared as holiday depending on the need by the Institution.

Discipline

It is mandatory on the part of every staff to wear the lanyard with ID card whenever, he/she is inside the campus and shall produce the card when requested by the Administrative authorities at any time.

Attendance

Staff members have to sign the attendance register and register their entry through biometric device without fail twice a day before 8.45 a.m. in the morning session and after 5.00 p.m. in the evening session.

Faculty members and staff are permitted for late arrival in the morning and for early leaving from the campus in the evening only during unavoidable and important occasions with due approval from their respective reporting authorities. Availing permissions is not the right to anyone and competent authorities have the rights to deny such requests based on the needs

Timings to be followed

S No.	Criteria	In Time	Out Time
1	Full Day Working	Before 9.00 am	After 4.30 pm
2	Half a day leave in FN	Before 12.30 pm	After 4.30 pm
3	Half a day leave in AN	Before 9.00 am	After 1.30 pm

4	1 hour permission in FN	Before 10.00 am	After 4.30 pm
5	1 hour permission in AN	Before 9.00 am	After 3.30 pm

Submission of Testimonials for verification

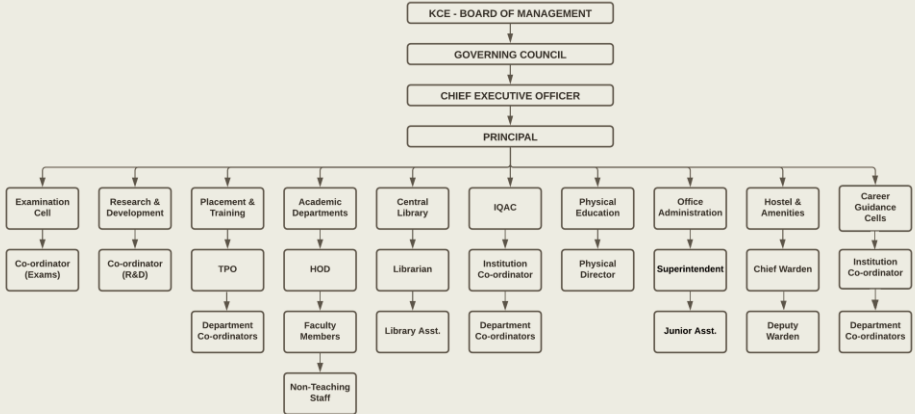
While joining the institution, staff members should submit the necessary certificates (Educational Qualification and service certificates (if applicable), Aadhar Card copy, PAN Card copy to the office for verification purposes

Contact Details

Kathir College of Engineering
Wisdom Tree, Avinashi Road, Neelambur
Coimbatore 641062
Ph: +91 422 2203787, 2203778
Web: www.kathir.ac.in

Organogram

KATHIR COLLEGE OF ENGINEERING - ORGANOGAM



Norms & Recruitment Procedure

- The required numbers of faculty members and other staff members will be based on the need as per AICTE/UGC norms.
- Based on the requirements advertisement will be released in the leading national newspapers and in specific websites.
- The application format is available in college website (online / manual) for the interested candidates to apply for vacancy positions.
- All received applications will be scrutinized by a committee to meet the norms based on eligible qualification, experience and other academic credentials. All short listed candidates will be called for an interview on a specific date and time.
- Normally interview selection panel will have the following composition.
 - Management representative
 - Principal
 - Head of the Department
 - Two to three subject matter experts (internal/external)
- All applicants will be asked to demonstrate their cognitive skills for about 5 minute's duration in their area of interests,

Evaluation of Subjects knowledge in core areas also will be conducted. On successful completion of these rounds, attitude of selected candidate's attitude will be tested.

- The committee will rank the candidates based on performance and will be selected based on the rank secured and the same will be intimated to them on the same day of interview

Salary Structure

- Salary shall be determined by the Board of Trustees or head of the Trust, based on qualifications and experience also by budget considerations and commensurate with the expertise of the successful candidate and prevailing industry standards. The organization shall pay employees on a monthly basis, less the usual and necessary statutory and other deductions payable in accordance with the mandatory government slabs and employer's standard payroll practices.
- The pay structure for the teaching faculties is in conformity with the guidelines issued by the UGC, AICTE, as the case may be as assigned to self-financing institutions. The pay structure for the non-teaching staff is in conformity with the concerned state government of Tamil Nadu as applicable to self-financing institutions. Salary, on a monthly basis is

transferred to the employee's savings bank account on or before 7th of every month

Reporting For Duty

1. The candidates have to report for duty only on receipt of appointment order issued by the Principal on specified date.
2. The following documents are to be produced at the time of reporting for duty.
 - A joining report
 - Copy of Letter of appointment
 - Copies of all degree certificates and testimonials
 - Two testimonials one from the institutes previously worked or from the college previously studied and other from a local responsible person
 - Experience & Service certificates for both teaching and industry
 - Three passport size photographs
 - Latest medical certificate

The contact persons for various entry formalities are presented below for easy on-boarding

Purpose	Contact person/Place
Joining report	Principal

Attendance Register	Admin. officer / HR Assistant
Bio-Metric Registration	Administrative Officer
Bank Account Opening	Accounts Officer
ID Card	Academic Co-ordinator
Transport	Transport Officer

Promotional Policy

Promotion to higher level of service shall be made subject to availability of the positions, eligibility of the applicants, only on the basis of merit and efficiency, besides the commitment of the applicant to the cause of all-round development/improvement of the institution. Other things being equal, seniority will be the deciding criterion.

All promotion will be based on performance as per Academic Performance Indices (API). The various indices for performance are specified by AICTE / UGC / University and the same is followed.

The guidelines based on which the staff are recommended for promotion to higher levels are,

- For Engineering & Technology and Management as per AICTE Gazette Notification dated 01/03/2019 and
- For Science & Humanities as per UGC Gazette Notification dated 18/07/2018.

Roles and Responsibilities of staff

Teaching Faculty

Teaching faculty include all cadres such as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

- To work sincerely to execute all duties related to academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and maintain student records, the Course file and personal file in appropriate format.
- To use innovative teaching aids / methods and ensure all students perform well.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize / coordinate / attend various seminars / workshops / STTP / training programs.
- To work proactively in research and development activities.
- To perform other academic/administrative duties assigned by Head of the Department /Principal.
- To publish papers in the reputed journals.
- To obtain fund from funding agencies.

- To take projects from Industries and find solutions to enhance quality, productivity and cost reduction of the products.
- To guide students to take up internships and interdisciplinary projects.
- Faculty must be well aware of vision and mission of the Institution and their programme in OBE's perspective. Familiarization towards POs, PSOs & PEOs of Program concerned and COs for their courses is mandatory.
- Faculty must take care to disseminate the information regarding vision, mission, PO"s, PSO"s, PEO"s & CO"s to students through different mechanism like posting in Google classroom, mentioning it in the syllabus etc.
- CO & PO attainment for their courses shall be calculated by faculty member periodically and submit to HoD concerned at the end of the semester and get the approval

Non-Teaching Staff

System and Technical Support

- To update and maintain institute website then and there and ensure compliance with Anna University / AICTE norms.

- To administer and maintain teaching aids, projectors, servers, firewalls, routers, manageable switches UPS and batteries.
- To organize purchase of equipment / consumables / software's.
- To provide support for various software/ servers.
- To ensure continuous internet service during assigned hours.
- To give support to On-line exams, Seminar, Workshop, technical training / placement programmes.

Laboratory/ Technical Assistant

- Prepare the laboratories for smooth conduct of laboratory classes.
- Assist faculty and students during laboratory periods.
- Maintain stock register, Instrument Issue register, and maintenance register, condemned items etc.
- Installation of new equipment as well as maintenance of all equipment and instruments.
- Maintain and update the approved supplier list for equipment.
- Maintain and service the equipment and keep all instruments and equipment's in working condition.
- Keep the laboratory in a tidy condition.

Librarian / Library In-charge

- Responsible for overall functioning of the library and ensure compliance with the Anna University / AICTE norms.
- To implement all library rules as defined by the management.
- Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CDs, audio cassettes, e books, online resources etc. and renewal of books / magazines.
- To display all technical articles, literature and new arrivals.
- To circulate & distribute magazines, literature etc. to faculty members & management and maintain records of the same.
- To execute any other work assigned by Management / Principal.
- To keep library timings and maintain discipline in the library.

Training & Placement Department

- Conduct Training & Placement activities effectively and ensure all students are well trained and perform in the interview.

- Take feedback from the companies and industries about the student's performance and accordingly reorient the training program.
- Decide and arrange personality development programs for students.
- Update and maintain the contact details of companies interested in recruitment activities.
- Invite companies for campus recruitment, to notify the students about the events and take necessary action.
- Place students in Core and IT related companies with higher salary package.
- Maintain a database and circulate to the staff and students so that the students concerned will prepare themselves for Placement.

Roles and Responsibilities of Heads

Principal

Principal should have the vision and leadership abilities to take the Institution forward with an overall development.

Academic:

- To monitor the academic activities such as curriculum development, teaching – learning process, infrastructure development etc. of the Institution under the guidance of the Management and with the assistance of the Directors, Heads of the departments and all other employees.
- To plan and implement necessary actions for the development of faculty members and students in academics.
- To build the image of the Institution through National / International rankings and collaboration with Industries and Institutes of higher learning of repute.
- To plan and implement continuous expansion and diversification of the Institution to cater to the need of the society.
- To have an effective feedback mechanism and take corrective measures to improve the quality of education.

Administration:

- To conduct periodical meetings for the faculty members for effective administration of the Institution.

- To make the employees and students aware of the rules, policies and procedures laid down by the Institution and to ensure that they are complied with.
- To recruit faculty members and staff as per guidelines given by Anna University / AICTE / UGC.
- To purchase capital items, consumables etc. as required for the Institution. • To implement and monitor the rules, regulations and norms of the Institution.
- To liaise with all statutory authorities such as Anna University, Directorate of Technical Education, AICTE, UGC, Accreditation agencies, State and Central government agencies.
- To plan and organize the meetings of Governing body, Academic council, Board of studies and all other autonomous status related meetings.
- To plan and organize Institutional level functions such as Graduation day, College day, Alumni day, Sports day, Hostel day and Parents meeting etc.
- To organize various programmes to attract meritorious students to Institution and also ensure 100% admission.
- To execute any other tasks assigned by the Management.

Finance:

- To prepare annual budget, obtain approval from the Management and implement it.

- To sanction the cash advances, monitor imprest cash for the conduct of day to day activities and for procurement of sundry items.

Promotion of Co-curricular and Extracurricular activities:

- To monitor and promote technical and non-technical, co-curricular and extracurricular activities like Industry Connect, Seminars, Workshops, National / International conferences, FDPs / STTPs, Industry internships, Training and Placement, outreach programs, Cultural club activities, Social media, public welfare etc.

Heads of the Departments

Academics:

- To monitor and carryout academic activities of the department under the guidance of the Principal.
- To obtain faculty feedback and take corrective actions.
- To plan and take the necessary actions for the improvement of department results and academic performance.
- To organize FDPs, Conferences, Workshops, and Guest Lectures etc.
- To work towards Autonomous status related activities such as Curriculum changes, new developments, laboratories etc. through regular conduct of Board of Studies meetings.
- To coordinate and conduct practical /oral examinations as required for the benefit of the students.

- To train the students to meet the requirements of the stakeholders.
- To interact with the industry personnel and take projects and consultancy work to solve industry problems / to enhance productivity.
- To explore the possibilities of getting funds for projects from different agencies.

Administration:

- To maintain discipline and enforce rules as laid down by the institute, in the department.
- To monitor the day to day activities of the department.
- To prepare academic calendar for the semester and academic year, in terms of activities, guest lectures, workshops, interaction with industry experts, alumni interactions etc., for the benefit of the student and faculty.
- To conduct regular meetings and interact with teaching and non-teaching staff as well as the Class Representatives and committees to sort out any issue and queries related to academics.
- To initiate recruitment of teaching & non - teaching staff as per rules laid down by the authorities.
- To execute any other work assigned by the Management/Principal.
- Effective utilization of infrastructure and manpower.

- Maintain good rapport with parents and alumni.

Finance

- To prepare the department requirements and propose the budget needed.
- To oversee the purchase and deployment of any resource allotted for the department.

Norms for availing TA & DA

Staff who are planning to attend FDPs, seminars, conferences and workshops (with / without registration fee) shall get the prior approval from HOD and Principal in the prescribed form of Approval & Registration Fee / Advance amount request form.

Staffs are requested to attend above mentioned events conducted by reputed organizations. The request form forwarded through respective HODs to be submitted in the Office.

The requisition form is to be submitted at least 15 days before programme. All necessary supporting documents have to be enclosed without fail.

Staff members have to make their own travel arrangements well in advance. On prior request from Deans, Directors & HODs, travel arrangements will be carried out by travel desk of the College.

Only shortest route train fare shall be reimbursed towards the Travelling Allowance. In case of non-availability of train service, the minimum bus fare will be reimbursed.

Only one author will be sponsored by the management to publish the paper in case of more than one author for the particular paper.

On approval from the Principal, leave (on duty) form with alternative arrangements is to be submitted before attending the programme. If the leave includes holidays, it should also be mentioned in the leave form.

The staff members after attending the programme must perform knowledge sharing to other staff members in connection with the programme attended positively.

The detailed report about the programme attended (Irrespective of registration fee paid or not) is to be submitted to Principal through respective HoDs within 3 days of attending the programme along with the attendance / participation certificate. The report should include the following details.

- Elaborate details of topics covered in each session
- Details / Profile of speakers
- Details of networking with experts visiting the programme with contact details.

The expense details must be submitted within 3 days after attending the programme along with receipt of registration fee paid, tickets and necessary bills and attendance / participation certificate along with the report. If more than one staff attended the programme, they should submit the combined expense details.

Staff submitting the abstract of their paper for presentation in the Conferences, Journals etc. must get a prior permission and approval from the Principal.

Regarding industrial visits, for a single class of strength 60 (maximum), a maximum of 2 faculty members (One male and one female faculty member in case of mixed gender of students) only are allowed to accompany the students. No Non-teaching staff members will be allowed to accompany students. During Industrial Visits only DA will be provided for faculty.

Leave Rules

- The Leave schedule begins from the academic year June 1st to May 31st of every year. The service of each staff member for this institution is accounted from the date of joining in this institution. The Casual Leave for the academic year is 12 days. (1 day per month). The Casual leave should not be taken for more than 2 days after accumulation of leave.
- The Official On Duty is given with 12 days - 8 days in an academic year for attending Central Valuation, University Representative and External Examiners (All remunerative works) and 4 days for attending research works such as Conferences, Workshops, Paper Presentation etc. (All Non-remunerative works).
- Leave on Duty based on research grounds for 12 days is provided only for those who are pursuing Ph.D., with 1 full day per month except Monday and Friday in an academic year after executing bond. Attendance Certificate has to be produced to the office after the On Duty by the Principal / HOD / Supervisor of the Concerned College/ Institution, otherwise it will not be considered.
- Vacation leave and other eligible leaves (VL & CL) will be sanctioned only after submitting the application in person to the office through the concerned HOD & Principal. Also the

staff members are asked to verify their eligible leaves in the office before applying. No leave will be sanctioned for those who are applying leave over phone except permissions and medical leaves.

- Medical leave, Leave on Loss of Pay should not combined with any leave and also either holidays can be suffixed or prefixed. In Permission register entries should be made only before 10.10 am in the morning and after 3.20 pm in the evening. On Duty request form must be submitted at least a day before the day of availing OD and the same must be approved by the Principal.
- The vacation period will be declared at the end of both odd and even semester. Regular Faculty members who have put in a minimum of 6 months of continuous service are eligible for vacation. No on duty leave will be given during the above mentioned vacation period

Vacation Leave – Teaching

After completion of

6 Months	-	1 Week (7 Calendar days)
1 year	-	2 Weeks
2 years	-	4 Weeks
3 years & above	-	6 Weeks

Vacation Leave – Non - Teaching

After completion of

6 Months - 3 (Calendar days)

1 year - 1 Week

2 years - 2 Weeks

3 years & above - 3 Weeks

Staff members are permitted to avail the Permissible medical leave after putting three complete years of service without any break. Leave on Loss of Pay is permitted for a staff up to the maximum of 30 days per year and also the staff members are asked to avail LLP up to the maximum of only seven calendar days at a time. Further the staff members are advised not to avail LLP for remunerative duties.

Resignation Policy

- Although Kathir College of Engineering hopes that employment with the institution will be a mutually rewarding experience, it is understood that varying circumstances do cause employees to voluntarily resign employment. Should this time come, employees are asked to follow the guidelines below regarding notice and exit procedures
- All resignations must be confirmed in writing and must include the reason for leaving and the effective date. Voluntarily resigning from employment will be accepted only during the month of March every year with 3 months prior notice or payment of 3 months gross salary in lieu of 3months' notice to the Institution.
- Voluntary resignations will not be entertained during the middle of the semester. However, the Institution reserves the right to relieve the person even before three months' notice period. Further the institution reserves the right to terminate the services of an employee without any notice period in case of non-satisfactory performance or any violation of the code of conduct or rules and regulations of the Institution.
- The employee must return all documents, materials and items related to the Institution (to the concerned

department) to get no dues clearance. The employee must get No Dues certificate / clearance duly signed by the concerned Head of the Department, other related department heads and submit to the office before the relieving date. Any unsettled amount or dues must be cleared before getting the relieving order and service certificate.

- Exit Interview shall be conducted with every employee submitting resignation to understand the reasons for leaving the institution.
- Before getting relieved, the employee must hand over charge to the appropriate person in consultation with the Head of the Department and inform the same to the Principal. Head of the Department is responsible for initiating the necessary steps to ensure that the property belonging to Institution and equipment are returned in good condition.
- Such relieved employee shall sign a Non-Disclosure agreement to ensure no confidential information related to the Institution is disclosed to anyone.
- During notice period, employees are eligible to avail only one CL per month. Other leave such as Compensation, Maternity/Paternity, Medical, Vacation, Special Leave cannot be availed and will be treated as Leave on Loss of Pay and will not be considered as part of notice period

Faculty Performance Appraisal

Our Institution duly recognizes the efforts of all faculty members for any academic achievement or innovative practice. Such innovations are evaluated and are given due acknowledgements in the annual appraisals for faculty members. KCE has put in place a well-designed convenient 'self-appraisal system' for its faculty.

Each faculty member is required to submit a self-appraisal report based 150 point scale Faculty Performance Index (FPI) annually on the basis of all-inclusive parameters. Parameters which are part of our FPI are:

1. Academics (50 points)
2. Self-Development (25 points)
3. Events Organizing skills (15 points)
4. Research (50 points)
5. Contribution to the college (10 points)

The self-appraisal report of the teaching staff is duly verified by the Heads of the respective Departments and before its final acceptance by Principal.

Policy Statement and Code of Conduct

General Policy

- **It is the policy of the Institution to provide equal opportunity to all employees and applicants for employment irrespective of Age or other circumstances, colour, cultural or social beliefs such as religious, Educational Background, Race, ethnicity or nationality, Spiritual, traditional or customary beliefs, Political opinion, Physical features, Gender identity and expression, Marital status, Pregnancy or judging the impacts of potential pregnancy on decisions, Breastfeeding, Sexual orientation, Health or physical disability or impairment and Medical record / HIV status. The policy applies to initial employment, promotion and compensation. Employees are not denied benefits, or subjected to discrimination in the Institute**
- The unlawful involvement related to illegal drugs by employees of the institute is prohibited as per the institute's policy.
- An employee convicted for any legal reasons faces a strong disciplinary action which shall include termination of employment. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs

or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

- Sexual harassment of employees or students at the Institute is strictly prohibited and is a criminal offence. The offender will be dismissed without any notice period and/or other disciplinary/legal action will be initiated against the individual
- Canvassing, placing signs and posters for solicitation purposes, religion, caste, chain letters, and collections of any kind and sales of tickets or merchandise are strictly prohibited in the college premises.
- All employees are prohibited from indulging in any personal activity utilizing resources and facilities of the Institute. Any staff found indulging in conducting tuition classes for personal benefits outside would be suspended with immediate effect

Automatic Termination of Employment

- An Employee shall be deemed to have left the service of the Establishment on his/her own account, and he/she shall lose the lien on his/her employment and the name of such employee shall be struck off from the rolls of the institution, if he/she:-
- Absents without permission continuously for more than 8 working days OR.

- Having been granted leave, fails to report for duty for more than 8 days on expiry of leave.

General Code of Conduct

1. Every employee shall abide by and comply with the Regulations and Rules framed hereunder by the Management and as amended from time to time, and all orders and directions of his/her superior authorities.
2. The faculty has to desist from entering into unhealthy arguments of any kind and adopt a posture of contradiction with the superiors and elders.
3. The faculty has to avoid reprimanding the juniors in the presence of their subordinates & students.
4. A teacher should scrupulously avoid smoking, chewing betel leaves and such other undesirable habits in the presence of students and within the precincts of the College.
5. No teacher shall encourage or indulge in any form of malpractices connected with examinations or other college activities.
6. The faculty has to avoid using harsh and slang languages in the premises.
7. The use of mobile phones in the campus during working hours is strictly forbidden.

8. Faculty has to develop his / her general and professional knowledge of skills and remain updated in the specific line of work.
9. Every teacher shall, by precept and example, inculcate respect for law and order among students.
10. Every teacher shall, by precept and example, instill the love of the motherland in the minds of the pupils.
11. Every teacher shall organize and promote all college activities which foster the feelings of universal brotherhood among pupils.
12. Every teacher should try to preserve and promote the dignity and solidarity of the profession.
13. Every teacher must be an advocate of freedom of thought and expression.
14. A teacher should aim to co-operate and secure the co-operation of the others in all activities, both curricular and co-curricular, which aim to improve the moral, mental, physical, social and economic well-being of pupils.
15. Every teacher must be impartial in the treatment of his/her students. One should be sympathetic and helpful to deserving of students, irrespective of their social backgrounds.
16. Every teacher must regard each individual student as capable of being uniquely creative and must do

everything in his/her means to develop these special qualities / talents.

17. Every teacher shall consider the College property and funds as if it is his/her own and should exercise great prudence and care in using them.

18. Every employee shall endeavor to promote the interests of Kathir College of Engineering and shall not act in any manner prejudicial thereto.
