



KUMARAGURU COLLEGE OF TECHNOLOGY
Coimbatore – 641 049

HUMAN RESOURCES POLICY- (Extracts with amendments)

Kumaraguru College of Technology (KCT) was started in 1984, sponsored by Ramananda Adigalar Foundation, a non-profit organization dedicated to the cause of imparting Quality Technical Education. This college is governed by a Governing Council.

2.(a) VISION:

The vision of the college is to become a reputed University to offer quality higher education and to promote research relevant to the need of humanity.

(b) MISSION:

Kumaraguru College of Technology is committed to provide Quality Education and Training in Engineering and Technology to prepare our students for life and work equipping them to contribute to the technological, economic and social development of India. The College pursues excellence in providing training to develop a sense of professional responsibility, social and cultural awareness and set the students on the path to leadership.

(c) QUALITY POLICY:

“ We at Kumaraguru College of Technology strive to achieve customer satisfaction by providing Quality Education and Training in Engineering and Technology in a congenial and disciplined environment through

- Involvement at all levels
- Up gradation of facilities and human resources
- Commitment to continual Improvement.”

3. Probation:

- i. Except those on tenure/contract/deputation, the teaching employee will be on probation for 2 years from the date of joining. The service conditions of the employee will be governed by the rules and regulations of the college issued



from time to time. The probation for the Admin & Academic support staff will be 1 year from the date of joining.

- ii. In case of non-satisfactory performance, the management may extend the probation period.
- iii. If any candidate is appointed on purely temporary basis in a vacancy, he has no right to claim a permanent post. However, such candidates may also apply for a regular post in open competition.
- iv. If a person, having been appointed temporarily to a post is subsequently appointed on a regular basis he/she shall commence probation period from the date of appointment on probation.
- v. In case of candidate appointed on temporary/adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

4. Increments:

- i. Increments will be sanctioned only on satisfactory performance of the Employee. An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory. The authority ordering such withholding of the increment shall state the period for which it is to be withheld.

5. Promotion Policy:

- i. Promotion to higher level of service shall be made subject to API Score / Performance, in the annual performance and availability of the posts, eligibility / merit and commitment of the staff. Other things being equal, seniority will be the deciding criterion.

6. Retirement:

- i. An employee of the college shall be superannuated when he/she attains the age of 58 for Teaching, Admin and Academic support. The Management may consider extending the service of teaching staff beyond 58 years, without gratuity, pension, and Provident fund benefits.
- ii. However provided that the authority shall have right to issue order of retirement of an employee who has not attained the age of fifty eight (58) for reasons of inefficiency, ill-health..



- iii. However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the age of retirement.

7. Gratuity Scheme :

A regular employee who has worked for more than 5 years in the institution is eligible for gratuity. The staff above 58 yrs of age are not eligible for gratuity. The Gratuity is calculated as per the government norms. .

8. Employee's Provident Fund:

Employee's contribution towards the PF is 12% of their total salary (Basic Pay + Dearness Pay + Dearness Allowance). Employer's contribution towards the PF will be 12% of the total salary subject to a salary limit of Rs. 15,000/- per month. The EPF deduction will be credited @ 8.33% towards pension scheme and balance @ 3.67% towards PF Account.

9. ESI: Eligibility and conditions for staff

Those who are earning gross salary of less than Rs.21,000/- per month will be covered under ESI Scheme irrespective of mode of appointment and their designation

10. Resignation:

Those faculty/staff desirous of leaving the service of KCT have to submit their resignation letter by 15th of February so that they will be relieved off by the 15th of May every year. Normally they will not be relieved in the middle of a year

However, under extraordinary situation one can be relieved on resignation by paying three months salary.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

11. Separation from Services/Notice Period:

1. The Organization or Employee may opt to terminate this Appointment of the Employee from the services of the Organization without assigning any reasons whatsoever subject to the following conditions –



- a) A minimum notice period of 3 months (for confirmed employees)/1 month (for employees on probation) is applicable from either side
 - b) The organization at its sole discretion may opt to pay relevant Notice Pay to the Employee in lieu of serving the applicable notice period in the event of the Organization's decision to initiate the termination of this Appointment.
 - c) The organization at its sole discretion may choose to accept or reject the Employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.
 - d) Further to the notice period as outlined herein above, no Employee from the Academic wing, entrusted / engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.
 - e) The Management reserves its discretion to review and recommend early release of any Employee from the Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration on a case to case basis during the Academic year as per the Notice period and applicable conditions as mentioned herein above.
 - f) Where an Employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case to case basis, any request from the Employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.
2. The Organization reserves the right to compulsorily relieve the Employee from the services of the Organization, without any pay (or in kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –
- a) Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time including new additions, revisions and changes to Policies and Practices of the Organization by the Management.
 - b) Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the reporting supervisor or HOD or



Principal or the Management including Chairman, Correspondent, Joint Correspondent

- c) Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating fellow colleagues and / or students alike to act against the interests of the organization, misconduct and failure to discharge duty
- d) Performance not meeting expectations of the Organization based on communicated standards.

12(a) Code of Conduct:

- i. An employee of the college shall devote his whole time to the service of the college and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal/Director
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college, particularly in his relationship with the Director/Principal, staff, students and visitors of the college.
- iii. No employee shall, without obtaining the sanction of the Director/Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.
- iv. No staff member of the college shall engage himself/herself in coaching students privately for any remuneration.
- v. No employee shall, without the permission of the Director/Principal accept any remunerative or honorary work not connected with the college.



- vi. No employee shall, without the previous sanction from the Director/Principal, wholly or in part, participate in editing or management of any news paper or other periodical publications.
- vii. No employee shall, while being on duty, take part in politics which includes party or standing for election to the State Legislative or the Parliament or take part in any other election as an independent or on any party ticket.
- viii. No employee shall take part in any act or movement, such as strike, incitement there of to similar activity in connection with any matter pertaining to his service or any other matter, which tends to bring dishonor to the college, nor shall he/she resort to media with his/her grievances.
- ix. An employee shall not without the knowledge and approval of the Director/Principal and the Management, have recourse to any organization/authority, court or to the press for vindication of his grievances.
- x. The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- xi. No employee may absent himself or herself from duty without prior permission. In case of emergency of proceeding on leave without permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xii. Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her Superior.
- xiii. No employee shall after reporting himself/herself for work, be found absent during the period of work assigned to him.

However, the above rules do not apply to employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful order of the Superior Officer.



- Gross negligence in teaching or any other duty assigned.
- Causing willful damage the college property.
- Any act involving moral turpitude punishable under the provisions of IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

(b) Disciplinary Proceedings

Punishment of an employee shall be imposed only after:

- i. The employee is informed in writing by the Director/Principal with regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the Authority competent to impose penalty.

Disciplinary Punishments and Appeals:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

- a. Censure
- b. Fine
- c. With-holding of increments/promotion.
- d. Reversion to a lower post or a lower stage in the scale of pay
- e. Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.
- f. Suspension
- g. Compulsory retirement
- h. Removal/termination from the college service

Authorities who can impose penalties are the Director/Principal.

Appeal:

- i) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making representation to the higher authority.
- ii) No employee of the college shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable



opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty, until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence adduced during such enquiry.

- iii) The enquiry under sub-rule (a) shall be made by a Board of enquiry constituted for the purpose. The Director/Principal of the college shall constitute the board.
- iv) Every employee of the college shall be entitled to one appeal following an order imposing on him/her any of the penalties specified in rule (b), to the appellate authority.
- v) In case of appeal, the decision of appellate authority is final.

13. WORKING SCHEDULE

All Teaching staff have to resume their duties from Monday to Saturday. 2nd and 4th Saturday will be holidays.

All Administration Staff have to resume their duties from Monday to Saturday. 2nd and 4th Saturday will be holidays.

All Academic support Staff have to resume their duties from Monday to Saturday. 2nd Saturday will be holiday.

Timings:

Monday to Saturday

SI.No	Particulars	Teaching Staff	Academic support Staff		Administration Staff
			HoD PA	Technical	
1	Morning session	08.30 to 01.00 PM	08.00 to 01.00 PM	08.30 to 01.00 PM	08.30 to 01.30 PM
2	Lunch Break	01.00 to 02.00 PM	01.00 to 02.00 PM	01.00 to 02.00 PM	01.30 to 02.15 PM
3	Afternoon Session	02.00 to 04.30 PM	02.00 to 05.00 PM	02.00 to 05.30 PM	02.15 to 05.00 PM



Permissions for coming late or leaving earlier

1. Total two permission for all Teaching, Academic support and Administration Staffs for coming one hour late or leaving one hour early will be permitted in a month.
2. Extra Permission will be treated as Casual Leave for ½ a day.
3. If no CL is available then it will be LOP.

Half-a-day leave timings

SI.No	Particulars	Teaching Staffs	Academic support Staff		Administration Staffs
			HoD PA	Technical	
1	Morning session (if ½ day leave)	In punch – 01.00 PM Out punch – 04.30 PM	In punch – 01.00 PM Out punch – 05.00 PM	In punch – 01.00 PM Out punch – 05.30 PM	In punch – 1.30 PM Out punch – 05.00 PM
2	Afternoon Session	In punch – 8.30 AM Out punch – 01.00 PM	In punch – 8.00 AM Out punch – 01.00 PM	In punch – 8.30 AM Out punch – 01.00 PM	In punch 08.30 AM out punch – 01.30 PM

14. PERFORMANCE APPRAISAL OF EMPLOYEES

Performance assessment is an essential and inescapable managerial activity. It is necessary for all important decisions relating to people such as their development, training, career progression, manpower planning etc. Performance Assessment And Development System (PADS) process is done every year. PADS cover all Teaching, Academic Support and Administrative staff of KCT

15. LEAVE RULES FOR TEACHING FACULTY

It is mandatory for every faculty member to make alternate arrangement for their Class/Lab/Dept works when they request for a leave. All such alternate arrangements made should be indicated in the leave application form.



The following are the leave rules for the Teaching faculty and supporting staff in KCT w.e.f 1.6.2011 as detailed below

A) Casual Leave (CL)

Teaching Academic support & Admin staff = 12 days per year

- 1) Leave request should be submitted to the HOD/ Principal at least one day earlier the date for which leave is sought for.
- 2) At any circumstances, except on medical grounds, oral information regarding leave rules will not be entertained.
- 3) Only a maximum of 3 days can be availed at a stretch.
- 4) Leave should be availed only after it is sanctioned. Availing leave without sanction may lead to loss of pay.
- 5) Staff availing leave must make alternate arrangements for their class, laboratory and other departmental work. It should be indicated in the leave application form
- 6) Request for leave will be considered or rejected depending upon the priority of work at the Dept/College. If the presence of the staff at the college on that day is very essential leave for that day may not be sanctioned.
- 7) Casual Leave can be prefixed and or suffixed with holidays. However total number of days of absence should not exceed 7 days.
- 8) Under extraordinary circumstances ,those, who are not able to inform in advance about their requirement of leave, should intimate the HOD/Principal at least over the phone about their inability to attend to work. Failing to do this, the absence will be treated as leave on loss of pay.
- 9) CL up to three days will be sanctioned by the Principal, leave beyond three days will be sanctioned by The Director.
- 10) CL cannot be accumulated. It has to be availed during the year.

For all Administration Staff



Head of Administration is the Competent Authority to grant or disapprove the leave.

B) Permission to come late or leave early

Only two permissions for coming one hour late or for leaving one hour early will be permitted in a month. Every extra permission will be treated as CL for ½ a day.

C) Earned Leave (EL)

- 1) Regular teaching faculty on completion of probation is eligible for an EL of 3 days per year and regular supporting staffs are eligible for an EL of 9 days per year.
- 2) EL can be availed for a minimum period of two days and above.
- 3) EL can be accumulated and availed when needed.
- 4) EL will be sanctioned by the Director/Principal.
- 5) EL can be surrendered who has continuous regular service of 25 years and above
- 6) National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
- 7) Intervening National / declared / festival / weekly off days will **NOT BE** counted as part of Earned Leave.
- 8) Half day of EL cannot be taken.
- 9) Balance EL remaining unutilized as on 31st May can be carried forward.
- 10) EL can be accumulated and availed when needed.
- 11) EL will be sanctioned by the Director– for Teaching & Academic support Staff and by Head of Administration for all Administration Staff.
- 12) EL can be combined only with medical leave.

D) Medical Leave(ML)

- 1) Regular teaching faculty, admin and supporting staff on completion of probation, are eligible for unearned leave on medical certificate (ML) for 7 days a year with pay.
- 2) This leave can be accumulated.
- 3) A Medical certificate from an authorized medical practitioner should be produced to avail this leave.



E) Maternity Leave

- 1) All regular women employees (Teaching, Academic support and Admin staff) who have completed probation are eligible for 180 days of maternity leave with pay for first two deliveries.

F) Vacation

A) For Teaching faculty:

All regular teaching faculties who have completed probation are eligible for 42 days of vacation per year.

B) For supporting staff

All regular supporting staff and Administrative staff who have completed probation are eligible for 14 days of vacation per year.

If a teaching faculty or supporting staff is unable to avail vacation due to exigency of work in the Department or college under the directions of the Director/Principal, the period of vacation forgone will be credited to their earned leave account on the basis of 3:1

C) For Temporary/Probationers(both teaching and Academic support staff)

Staff Category	Teaching	Academic support Staff
Probationer / Temporary Within six months of service	No Vacation	No Vacation
Between 6 Months to 1 Year	14 days per year will be given as vacation.	7 days in summer will be given as vacation
1 year to 2 years	28 days summer vacation will be given	14 days in summer will be given as vacation

- Vacation period will be counted from the date of completion of probation only.
- No Pre-ponement or postponement of vacation will be permitted
- All staff members should attend duty on the last working day prior to vacation and report to duty on the next day after the completion of vacation if they do



not attend to duty on both the days specified above, that they will be treated as loss of pay.

- No Advance earned leave will be permitted and staff members who are receiving consolidated pay are not eligible to avail earned leave.
- When a faculty/staff submits resignation, leaves of all categories, except casual leave in their account will lapse.

G) On-Duty Leave (for attending conference/Seminars/workshops/STTP/Exam Works/DC member works)

- 1) For regular staff : 6 days per semester
- 2) For probationary staff : 3 Days per semester

H) For Undergoing part time PhD programme for regular and probationary teaching staff

- 1) 6 days of OD per semester will be permitted only for the first three years.
- 2) A Bond should be executed immediately after giving permission for PhD programme.
- 3) Half yearly progress report issued by the guide should be submitted within 3 weeks on completion of every six months through the HOD.
- 4) A PhD allowance of Rs.10,000 per year will be paid for 3 years for the teaching faculty registered for PhD
- 5) In case the faculty resigns his post, the terms of the bond, in addition to 3 months notice or equivalent salary, are applicable.
- 6) These conditions are applicable also for the faculty who join KCT after their PhD registration elsewhere, if they want to continue their Ph D work.

Permission for register for PhD

- 1) Only regular faculty with two years of service at KCT will be permitted to register for PhD.
- 2) The Following is the basis on which permission is given



Faculty strength in the dept.	No of staff permitted per year
Up to 8 staff	2
Up to 9 – 15 staff	3
16 and above	4

For leave purposes, the year will be from 1st June to 31st May in the following year.

16. TADA – Norms for teaching faculty

Attending National and International Conference

1) TADA and Registration Fees:

The following are the norms for presenting papers and attending national and international conferences.

a) Workshop/STTP/FDP/ National International Conferences(India)

For attending Workshops/STTP/FDP/Seminar – full Registration fees subject to a maximum of Rs. 3000/- will be allowed. Onward and Return 3rd AC class train fare will also be permitted. Apart from this, daily food allowance – Rs. 350/-, daily local travel of Rs. 300/- Lodging charges: Metros Rs. 2400/- per day and other cities Rs. 1200/- per day can be considered.

b) International Conferences (Abroad)

- i. Each staff is eligible to attend only once in 3 years
- ii. Registration fee subject to a maximum of \$ 300 will be allowed for attending the conference and presenting papers.
- iii. 50% of the flight charges subject to approval of Director/Principal will be allowed.
- iv. Daily allowance \$ 40, Daily local travel \$ 30, Lodging charges \$ 70 per day
- v. OD will be given only for the duration of the conference and travel days.

Note:

- 1) Faculty can attend national conference or International conference subject to approval from Director/Principal
- 2) Permission for attending conferences is permitted only if a faculty presents paper.



19.Grievances Redressal Cell:

- To redress the genuine grievances of staff and to ensure a congenial atmosphere for studies and smooth working of administration, the college shall constitute the grievances redressal cell.

- Gender Issue Cell (GIC), an exclusive Women's cell is available with principal as ex-officio chairperson as per statutes for redressal against harassment at work places.