



Human Resources – Manual 2.0

Approved in the 10th Governing Council Meeting held on 12th April 2017

Karpagam Institute of Technology
Coimbatore – 641 105

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ABOUT THE TRUST

Karpagam Charity Trust was founded in the year 1989 by Dr.R.Vasanthakumar, B.E.,(Hons), D.Sc., Chairman and Managing Trustee, with a vision to serve and to lead the society by imparting quality based education as its mission. Karpagam Charity Trust is a philanthropic organization with high moral values which has established various Educational Institutions in which Karpagam Institute of Technology forms a part. The governance and leadership is in accordance to the vision and mission of the Institution with a well constituted council and leadership.

Name of the Trust	: Karpagam Charity Trust
Date of Registration	: 10 th February, 1989
Registration Number	: 73 / Book No.4 / 1989
Managing Trustee	: Dr.R.Vasanthakumar, B.E.,(Hons), D.Sc,
:	Smt. V. Damayanthi
	Shri. V. Karthick
Address	: 14A, LIC Colony, SIDCO, Pollachi road, Coimbatore - 641021, Tamil Nadu

ABOUT THE INSTITUTION

Karpagam Institute of Technology (KIT) is a self financing engineering college approved by AICTE and affiliated to Anna University. The Institute was inducted into educational service from 2008. The college was founded by a foresighted educationist, Dr. R. Vasantha Kumar, who with a noble cause wanted to make higher education in engineering and technology accessible to one and all. The college is situated on NH47 near Eachnari, Coimbatore, Tamil Nadu. The Engineering College stands out as a premier learning hub in Coimbatore with the state-of-the-art infrastructure. Well equipped labs and Departments help in imparting excellence in top quality technical education and research. The institution has six undergraduate programmes handled by highly skilled faculties. Understated, the Institution is the fondly preferred destination for willing students.

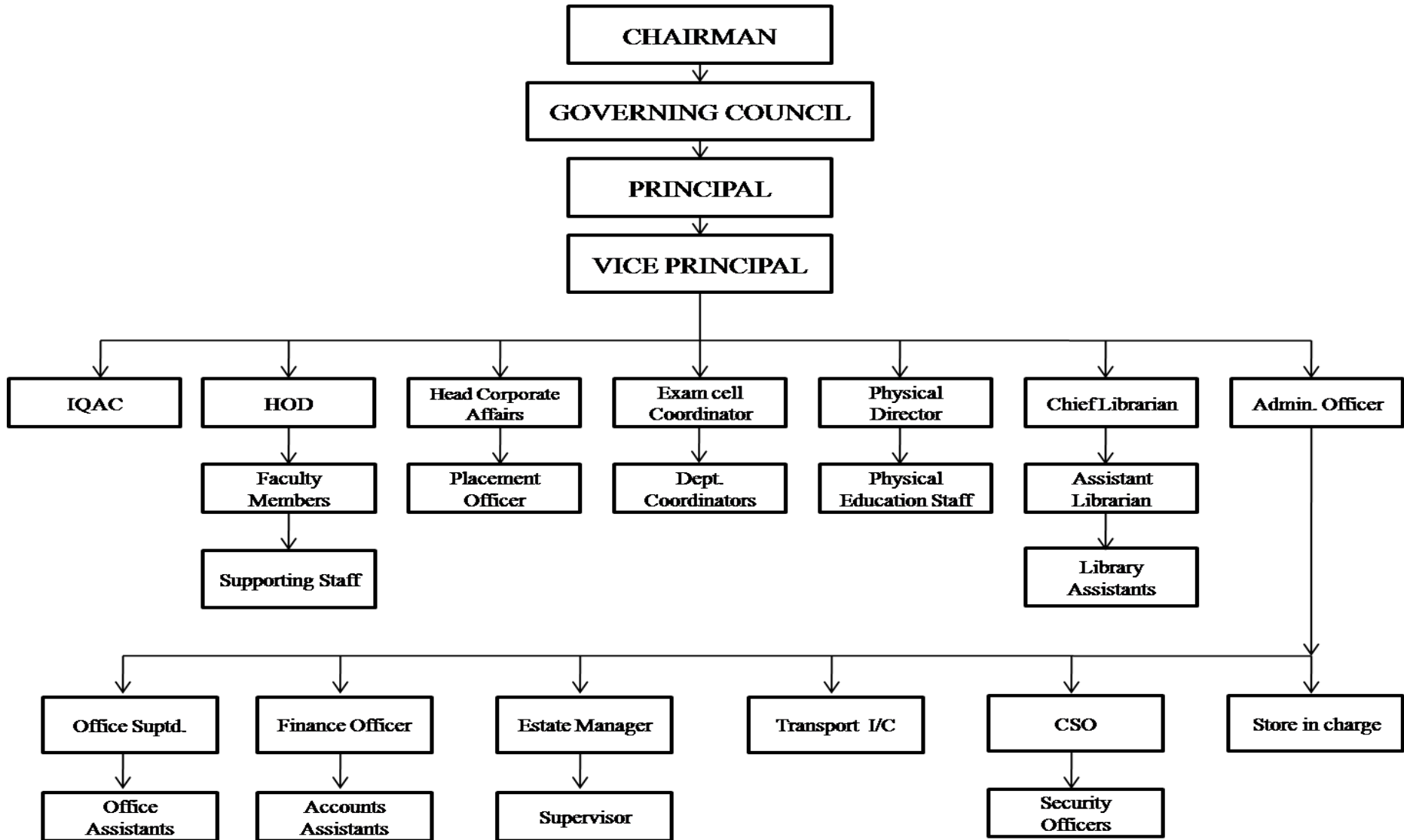
VISION

To impart quality technical education emphasizing innovations and research with social and ethical values.

MISSION

- Establishing state-of-the-art infrastructure, effective procedures for recruitment of competent faculty and innovative teaching practices.
- Creating a conducive environment for nurturing innovative ideas and encouraging research skills.
- Inculcating social and ethical values through co-curricular and extra-curricular activities.

ORGANIZATION CHART



1. Recruitment Process

- The Heads of Departments (HoDs) prepares the faculty requirement list as per AICTE guidelines, one month prior to commencement of the subsequent semester or as and when requirement arises. Relevant details are used to arrive to the Department faculty requirement and shall be submitted to the Principal. The Principal shall scrutinize the Department faculty requirements and after modifications shall obtain approval of the Management.
- Requirement of a new position must be identified by Head of the Department and are submitted to the Principal. The Principal in turn consults with the Management and initiates the process to fill up vacancies. As far as possible fair chance is given to the existing employees to apply for the vacancy, if they so desire and qualify. Defined guidelines are followed for calling the qualified candidates. Reclassification of New positions can be requested at any time during the academic year.
- All positions are advertised extending for a minimum period of fifteen working days. All classified positions are open for a specified period and if necessary, it may be extended. The advertisement or recruitment is posted on the website / newspapers at the discretion of Management.
- The Institute will ensure that, all faculty members and staff are recruited as per the University norms. If vacancy of a faculty is to be filled temporarily for a period not exceeding to one semester, with the recommendation of the Principal shall initiate action to process the temporary recruitment.
- HoDs shall shortlist candidates as per the defined norms. The candidates are informed to attend the interview with all necessary documents and educational testimonials. The selection committee constituted by the Principal, shall interview the candidate and submit minutes of interview with recommendations for appointment. Finally short listed candidates are interviewed by the Management before issuing an offer letter and the Management reserves the right to reject any shortlisted candidates.
- Appointment orders are issued after the approval from the Management. Candidate shall submit acknowledgement on receiving the appointment order. The candidate shall submit a joining report to the Admin Office through Head of the Department and the Principal at the time of joining.

- This process, involves identification of particular employee as the possible successor to the key or senior position when it becomes vacant. In this process Assistant Professor may be promoted as Associate Professor, Associate Professor may be promoted as Professor, if qualified.

2. Induction Programme

- Every newly joined employee shall undergo a formal orientation session on the Day of joining or within a week of joining which is conducted by Principal / Senior Faculty Members. Orientation sessions will provide necessary information about the Institution, Vision and Mission of the Institution, facilities, major policies of the Institute, staff responsibilities, faculty and staff benefits, higher educational opportunities, working procedures, leave regulations, etc. Feedback on the orientation sessions are received from the new incumbent.
- The Head of the Department will brief him / her about the Department and will introduce the new incumbent to all the teaching and non-teaching members of his team and explains the various code of conduct to be observed in availing the facilities in the college.

3. Terms and Conditions of the Employment

Working Days and working Hours

- Monday to Friday will be working days for Karpagam Institute of Technology. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt./ District Collector or for other reasons, will be compensated by making any one Saturday as a working day.
- Otherwise, alternate Saturdays will be declared as working days if that is found necessary to make up the shortfall in the total number of working days in a semester.
- Academic Classes commence at 08.45 a.m. and ends at 04:30 p.m. Lunch breaks are from 12:20 p.m. to 01:10 p.m.
- Holidays declared by the Government / District administration (with the clause for all educational institutions including professional colleges') will be followed for both the students and the faculty.
- All other days will be working days for the entire staff, both teaching and non teaching. Absence on these days shall be treated as leave.
- The Management / Principal reserve the right to convert any holiday into a working day under special circumstances without effecting common disputable holidays.

- An academic calendar with details of holidays for the semester will be distributed among the stake holders duly signed by the Principal.

Attendance

- Every employee shall ordinarily be at work in the college or any other designated area connected with the college.
- He/she shall register his/her attendance in the register maintained at the Principal's office both in the mornings as well as in the evenings.
- Employees should normally obtain permission before hand to arrive at the college either late or to leave early.
- Employees are expected to be present in their respective departments at least 5 minutes in advance before the working hours.

Dress Code

- Men should preferably wear formal full-sleeve shirt. Dress should be clean and not wrinkled. Hair should be clean, neatly cut, not extending below the ears. Face should be clean shaven without beard. They should wear shoe and ID cards inside the campus.
- Saree is the dress code for female faculty members. Hair should be well kept and neatly combed. It is recommended that the faculty member wears light authentic jewelry like a thin gold chain, a thin gold bangle and small earrings.
- Female faculty if needed can wear overcoat during theory and laboratory classes. They should wear ID cards inside the campus.

Code of Conduct

Every employee shall

- Maintain sincerity at all times with absolute integrity and extreme loyalty in duty and devotion to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests
- Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence control, he/she is placed.
- Extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of discharge of his/her duties.

- Maintain secrecy - Every employee shall maintain strict secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he /she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his / her duty.
- Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself/herself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he/she shall, from time to time, be placed.
- He/she shall discharge all duties pertaining to the office diligently and as required. No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institute/ person / concern (relating to the Professional Fees / Salary / Perquisites, etc).
- No employee shall join, or continue to be a member of any association / organization / political party for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of the country or public order or morality.
- If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the institute shall follow the decision taken by the State Government / MHRD / AICTE / Anna University.

Resignation and Relief

- Any employee desirous of leaving the service shall provide one month notice period to the management in writing. The employee shall formally inform the Management in writing either in the month of September/October and in the month of March/April (for employees who intend to get themselves relieved by the end of the Even Semester) about their intention to get relieved from the services.

- However, staffs are not permitted to resign in between the academic year except unavoidable circumstances.
- After completion of one month notice period and on submission of 'No Dues' certificate the faculty will be relieved and both service certificate and relieving order will be issued within a week from the date of no due submission.

4. Leave Regulation

The leave rules shall apply to all regular employees of the Institution

Kinds of leave

The following kinds of leave may be granted to an employee:

- Casual leave
- Compensatory off
- Leave on medical ground
- Maternity leave
- On duty
- Vacation leave
- Special leave
- Sabbatical leave

Casual leave

- Employee shall be eligible for casual leave for a period of 12 days in a calendar year and they will be entitled to casual leave on pro-rata basis.
- The un-availed casual leave during the year lapses at the end of year.
- Not more than 3 days' leave may be availed at a time. Leave shall not be prefixed or suffixed to joining time or any other kind of leave.
- Un-availed Casual Leave (CL) in a year cannot be carried forward to the next year.
- Staff members can avail CL in between any declared holidays and in such a case, the total duration of leave will be a maximum of five days only (including CL and declared holidays / Sundays). If the total duration of leave exceeds five days, the entire duration of leave shall be treated as Leave on Loss of Pay (LOP)
- Encashment of un-availed CL is not allowed.

Permission

For any emergency requirements members can avail one-hour permission not more than two times in a month either in the morning or in the evening.

Compensatory leave

At the discretion of the Head of the Institution, an employee may be granted compensatory leave for the holidays and Sundays on which they have been specially put on duty, provided such compensatory leave is availed within three months on which he has worked on holidays/Sundays.

Leave on Medical grounds

- All employees who have completed two years' service are eligible for leave on Medical ground, up to 7 days of leave with full pay.
- In case of employees whose service is less than two years, they are eligible for 7 days of leave on half-pay basis in a year.
- Service less than one year entails no eligibility for leave benefit and leave may be considered on LOP.
- He / She has to submit medical certificate if he/she avails more than 3 days at a time.

Maternity leave

- Maternity leave may be for period of three months granted to permanent employees who have fulfilled two years of service. The payment for the maternity leave may be considered for postnatal employees to half pay, based on an approval of the management.
- Maternity leave, however can be included with other available leave or vacation or leave on medical grounds.

On Duty

Category	Exam duty / UR / Valuation (per semester)	Higher studies (per semester)	Conference / FDP/ STTP/ Internship / Workshop / Seminar (per semester)	Other work related to Institution (IIPC / EDC etc.)
Faculty	12 days	4 days	6 days	To be Approved by the Principal
Non-Teaching Staff	0	3 days	5 days	To be Approved by the Principal
Admin Staff	0	3 days	5 days	To be Approved by the Principal

Vacation Leave

Faculty members and staff who have completed the service as mentioned in the below table as on from the date of joining can avail winter and summer vacation leave as detailed below:

Faculty

Days of service	No of days during Summer Vacation	No of days during Winter Vacation
0 – 90	0	0
181 – 365	7	0
>365	28	14

Non – Teaching Staff

Days of service	No of days during Summer Vacation
0 – 180	0
181 – 365	2
>365	10

- Vacation shall not be combined with any other leave other than on duty leave.
- Faculty members and staff should report for duty immediately after the vacation leave. Otherwise the vacation leave availed by them shall be considered as leave on LOP.
- Vacation period will be announced by the Principal after the completion of all academic work in each semester.
- While availing the vacation leave, the HoDs have to ensure that at any given time, a minimum of 50% of the total faculty members and staff should be available in their respective departments.

Special leave

- Faculty members can avail leave in advance from eligible casual leave or/and vacation leave for 7 days in case of wedding or any other valid reasons on prior approval from the Principal.
- All non - teaching and admin staff are entitled for seven days of paid leave for their wedding.
- Vacation leave can be availed in advance for marriage or any other important functions or inferring exigencies.

Sabbatical leave

- Sabbatical Leave is a special facility to the faculty members in order to enable them to update their knowledge and experience.
- Faculty members should have completed minimum 3 years of service at Karpagam Institute of Technology to avail Sabbatical Leave.
- Faculty can avail Sabbatical leave for a maximum of three times during their career at the Institute.
- Sabbatical Leave may be granted for one or more of the following purposes: -
 - To visit or work in industries and technical departments of Government / Private to gain practical experience in their respective fields;
 - To visit or work in an University, Industry or Government research laboratory in India and Abroad; and
 - Any other purpose for academic development of the faculty member as approved by the sabbatical leave committee.
- The grant of sabbatical leave shall subject to the following conditions: -
 - The period of sabbatical leave shall not exceed one and a half calendar years.
 - No replacement of faculty will be appointed in the department for non-availability and his/her work shall be shared by other faculty.
 - During the period of sabbatical leave, Faculty member shall not undertake any regular appointment in any other organization in India or abroad. He / She shall, however, be free to receive a scholarship, fellowship or stipend or any other adhoc honorarium.
 - Faculty member who wish to avail sabbatical leave shall submit a requisition letter to the Principal at least three months in advance.
 - Faculty availing sabbatical leave shall submit a letter to the Principal in the prescribed format to serve the Institute upon return to duty.
 - Sabbatical Leave will not be granted for less than 6 months at once and dividing of Sabbatical Leave is not permissible.
 - If leave availed is less than the maximum permissible period, it would be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
 - The faculty member shall specify the organization / places, he/she proposes to visit, the nature of work he /she proposes to undertake and the contribution to his /her academic development and also be benefits the Institution.

- While recommending the leave, the Head of the Department has to certify that alternative arrangements have been made for sharing academic, research and project activities, other departmental duties and commitments of the faculty member concerned during his/her absence.
- Faculty member undertaking long-term projects shall request for permission to avail Sabbatical Leave only after completion of one year from the commencement of a project and only if a co-investigator as approved by the funding agency is available in the Institution taking care of the project.

Sanctioning authority

- The Head of the Institution is competent to sanction all the leaves to the employees working in the Institution except extraordinary leave, in which case, the Management is the competent authority to sanction such leave.
- The Management of the Institution is the competent authority to sanction all the leaves to the Head of the Institute.

5. Pay, Allowance & Other benefits – General, DA & TA

- The Management adopts the pay scales, recommended by AICTE from time to time or as approved by the Management.
- Dearness Allowance (DA) and other allowances will be paid as decided by the Management.
- Increments in the scale of pay are normally effective from the 1st of January every year, based on performance evaluation (as per the Academic Performance Indicators).
- Increments will not be effective to candidates whose overall performance indicators are below average. Increments are neither self-propelled nor mandatory.
- A faculty member who obtains a doctorate in the subject that he/she teaches while serving in the college may be considered for special increments as per AICTE notification F.No.37-3/Legal/2010 dated January 22, 2010, from the date of his / her production of degree certificate to the college.
- The Institute has extended medical insurance available up to Rs 2 Lakhs for undue emergencies and accidents. The faculty members are provided concession on medical expenses for treatment at Karpagam hospitals.
- The rules for DA & TA are:

Category	Travel Allowance		Lodging at outstations	Boarding
	For outstation duty	For duty in and around Coimbatore		
Principal / HoD	Train: First / AC Class	Rs.25.00 / km	Rs.3000/- per day for Kolkata, Mumbai and New Delhi.	Rs.500/- per day for all places other than Coimbatore
			Rs.2000/- per day for Chennai and other state capitals except Kolkata, Mumbai and New Delhi.	
	Intra-city Transportation at Rs.25.00 per km		Rs.1500/- per day for all places within Tamilnadu except Chennai.	Lunch allowance Rs.200/- for Coimbatore.
Associate Professor/ Assistant Professor	Train: Second class AC	Rs.15.00 / km	Rs.2500/- per day for Kolkata , Mumbai and New Delhi.	Rs.300/- per day for all places other than Coimbatore
			Rs.1500/- per day for Chennai and other state capitals except Kolkata , Mumbai and New Delhi.	
	Intra-city Transportation at Rs.15 / km		Rs.1000/- per day for all places within Tamilnadu except Chennai.	Lunch allowance Rs.200/- for Coimbatore.
Supporting staff	Train: Second class Non-AC / Actual Bus fare	Rs.10.00 / km	Rs.2000/- per day for Kolkata, Mumbai and New Delhi.	Rs.300/- per day for all places other than Coimbatore
	Actual bus fare for Intra-city transportation		Rs.1250/- per day for Chennai and other state capitals except Kolkata, Mumbai and New Delhi.	
	Actual auto fare (Under emergency conditions)		Rs.1000/- per day for all places within Tamilnadu except Chennai.	Lunch allowance Rs.150/- for Coimbatore

6. Career Advancement Schemes

- KIT has established a detailed process for ‘Career Advancement Scheme (CAS)’ for its faculty members. The career progression is applicable to all faculty members who are already in service. Faculty members who have joined in the cadre of Assistant Professor can move to the cadre of Associate Professor and those who have joined in the cadre of Associate Professor can move to the cadre of Professor under CAS. They are promoted considering both their educational qualification and experience.

The norms fixed by AICTE/Anna University are followed in the implementation of CAS.

- Assistant Professor to Associate Professor (with Ph.D.) for Engineering Branches – Total experience of 5 years, of which, 2 years shall be after completion of Ph.D.
 - Assistant Professor to Associate Professor (with Ph.D.) for Science and Humanities – Total 7 years of experience, of which, 2 years shall be after completion of Ph.D.
 - Associate Professor to Professor for Engineering Branches - Ph.D along with a first class in Under Graduate/Post Graduate is essential. Total of 13 years of experience or 10 years of experience out of which 5 years should be at the level of Associate Professor.
 - Associate Professor to Professor for Science and Humanities - Ph.D. with at least 55% marks in Post Graduate Degree is essential. Total of 13 years of experience or a total of 10 years of experience out of which 5 years should be at the level of Associate Professor.
- The above stated norms are minimum qualifications considered for Career Advancement Scheme. The staff members are expected to evaluate oneself of their performance and present that to a panel comprising of the Principal and HoD. An interview is conducted as part of this presentation upon which, decision for the promotion is made. Compensation and benefits are revised upon promotion, based on the norms prescribed by AICTE.

7. Research Promotion Scheme

Research is an innovative tool to create useful scientific information for providing new, cost effective, efficient and sustainable solutions for the needs of mankind. It is a multimodal and multidimensional process based on a combination of various sciences, engineering skills, technologies, manufacturing, marketing and management techniques. The economic growth of any society is increasingly dependent on creativity through human resources, innovation through research and development, and capital through intellectual property rights. Karpagam Institute of Technology is eager to contribute to the social and economic development of the country by promoting Research & Consultancy among its staff and students. Therefore, certain incentive schemes for research in Science, Engineering and Technology have been introduced.

Financial Incentives for Research Publications

- Faculties who publish research work in reputed journals will be eligible for financial assistance. The quantum of assistance which will depend upon the Impact factor of the indexed Journal.

Indexing	Type of article	Financial Assistance
Scopus	Full length Paper	Rs. 5,000/-
SCI/SCIE/Web of Science	Full length Paper	Rs. 7500/-

- Faculties have to submit a request along with a copy of the published research paper with latest indexing of the journal to the Principal through the HoD for assistance. All journals should have ISSN numbers from national or international centres.
- Faculties who files and publishes patent will be given financial assistance of Rs 5000/-.

Honorarium for Research Projects

- An honorarium of Rs.5000/- per month subject to a maximum of Rs.50,000 per annum will be granted by the management to that faculty member who is the Principal Investigator of a research project funded by national agencies like UGC, AICTE, CSIR, DST, DRDO, ISRO, DAE etc., if the fund exceeds Rs. 5 lakhs in an academic year. Additional facilities like space, infrastructure etc., may be provided at the discretion of the management.

Honorarium for Consultancy Projects

- Revenue generated through consultancy work will be shared by the faculty members and the institution in the ratio of 70:30. The share of the institution will be utilized for the upgradation of laboratories and infrastructure facilities.

Other Norms

- Seed money will be provided to the eligible faculty members.
- Incentives will be provided to faculty members to attend National/International conferences.
- Management has the right to review or modify the scheme at any time.

8. Roles and Responsibilities

Responsibilities of the Principal

- Principal is the academic and administrative Head of the Institution and is also the Member Secretary of the Governing Council.
- Principal represents the college for all activities connected with statutory and regulating bodies like Anna University, AICTE, DOTE and is responsible to maintain all records connected with these bodies.
- Principal establishes a suitable system for monitoring and controlling the functioning of the academic departments, their effectiveness and efficiency in delivering the courses conducted by them.
- Principal is first and foremost responsible for the smooth conduct of all academic activities and maintenance of discipline among students and staff.
- Principal approves the leave applications of all staff on the recommendations of the HoDs concerned.
- Principal approves of all industrial tours / industrial training / Internship and other visits by the students when the same is put up to him/her with the specific recommendations of the HoDs concerned.
- Principal approves of co-curricular activities like guest lectures, seminars, conferences, symposium, literary & cultural events and any other programme as recommended by the HoDs concerned.
- Principal is accountable for formal scrutiny and approval of all proposals involving finance and finalization of budget for a particular year / semester by collecting and consolidating the requirements from the departments.
- Principal cannot take any major policy decisions.
- Principal's financial power is restricted to signing the cheques with regard to the following accounts only:
 - University Fees & University Examination Fees
 - Scholarship
 - Training & Placement
 - Technical Clubs
 - NSS,RRC & YRC
- The primary duties of Principal in the administrative matters are,

- Staff appointments, Pay fixation and promotion
 - Leave matters
 - Communications with all statutory agencies
 - Proposals and inspections
 - Department visits & conduct of periodical review meetings of HoDs.
 - Conduct of periodical meetings of the Governing Council
 - Preparation of annual reports
 - Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission to the Management for approval.
 - Issuance of Bonafide Certificates to staff and students for participation in Seminars, Symposiums etc.
- The primary duties of Principal in the academic matters are,
 - Staff work load allotment.
 - Monitoring the classes.
 - Monitoring continuous internal assessments & university examinations.
 - Ensuring the collection of Feedback from students & action taken if needed.
 - Disciplinary matters of Staff and Students.
 - Functioning of central library.
 - The Principal will monitor the following other activities,
 - Letters / Fax.
 - Conduct of meetings / functions.
 - Safe custody of certificates and documents.
 - Issue of certificates.
 - Staff grievances and redressal.
 - Anti-ragging measures.
 - Interaction with alumni.
 - Interaction with parents.
 - Purchase proposals.
 - Public relations.
 - Community service.

Responsibilities of Heads of Departments

- Providing a clear vision and direction to the Department.
- Academic activities planning for the Department.
- Allocation of responsibilities to faculty and staff.
- Allotment of work load to staff.
- Time-Table and Hall management.
- Budget proposals.
- Periodical staff meetings.
- Periodical class committee meetings.
- HoDs are responsible for all the curricular and co-curricular activities of their departments.
- HoDs enforce discipline in their department.
- HoDs prepare the budget requirements (Consumables & Non-Consumables etc.,) in consultation with other faculty members of their department.
- Staff Leave.
- Students Symposia / Guest lectures / Seminars / Conference.
- Review of students' performance and remedial measures.
- Industrial visits and In Plant Trainings.
- Departmental Library.
- Cleanliness of the Department.
- Purchase of equipment, testing, quality assurance and processing of bills.
- Purchase and issue of books and stationery items to staff and students.
- Development of inter-departmental cooperation.

Faculty

- Preparation of 'Course Plan' effectively well ahead of the commencement of the semester.
- Handling lecture classes as per the Time-Table and timely completion of the syllabus.
- Completing laboratory exercises as per the course plan.
- Verifying note books / records periodically.
- Counselling the students and conducting re-tests for those failed / performed poorly.
- Coordination with HoDs / Faculty members in preparation of laboratory requirements and budget, discipline maintenance, students' counselling and execution of co-curricular activities.
- Student Project and Exhibits.

- Preparation of learning resource material
 - Notes of lesson/ presentations/content beyond syllabus.
 - Question bank with answers.
 - Problems with solutions.
 - Quizzes, Crosswords and Puzzles etc.,
 - Web based learning material.
 - Innovative teaching methods & relevant materials.

Training and Placement Officer

- Creation and maintenance of data base of companies, alumni and student.
- Conduction of training activities.
- Conduction of career guidance programmes.
- Conduct of soft skill development programmes.
- Placement activities.
- Interaction with industry.
- Interaction with alumni.

Responsibilities of Exam cell Coordinator

- Preparation of continuous internal assessment schedule and hall charts.
- Printing of answer booklets & question papers for continuous internal assessment.
- Collection of invigilators from departments and assignment of invigilation duty to faculty and staff for CIAs.
- Computation of attendance of CIAs.
- Submission of absentees list of CIAs.
- Issue of original and duplicate hall tickets to the departments.
- Preparation of invigilators for end semester examination in consultation with departments and chief superintend.
- Conduction of university theory & lab examination smoothly as per the guidelines of university in consultation with the chief superintend.
- Distribution of examination remuneration to the faculties.
- Issue of original and duplicate mark sheets to the departments.

Librarian

- Purchase of books as per the requirement of AICTE and Anna University.
- Subscription & renewal of E-journals, Journals, Magazines and news papers.
- Stock entry & maintenance.
- Issue & collection of books.
- Reprographic facilities.
- Collection of fine.
- Binding & lamination facilities.
- Establishment of book bank.
- Coordination of purchase of books for students.
- Coordination of library audit.
- Submission of annual budget proposal.
- Proper maintenance of records and documents.

Director of Physical Education

- Purchase of sports kits.
- Stock entry & maintenance.
- Condemnation & auction.
- Collection of fine.
- Scheduling of sports events.
- Scheduling of sport day.
- Submission of annual budget proposal.
- Proper maintenance of records and documents.

System Administrator

- Purchase, installation & maintenance of computer systems and UPS based on requirements received from various departments.
- Purchase, installation & maintenance of new software based on the requirements from various departments.
- Up gradation of existing hardware & software.
- Renewal of existing software.
- Installation, up gradation and maintenance of firewall and antivirus software.
- Maintenance and up gradation of KIT website.
- Proper Maintenance of records and documents.

Administrative Officer

- The Administrative Officer (A.O) looks after the administration of administration office and takes care of correspondence to AICTE, Anna University and other agencies in consultation with the Principal and co-ordinates all activities of the office and the academic departments.
- Administration Officer renders necessary assistance to the Principal in the day-to-day affairs.
- Administrative officer carries out the task assigned to him / her by the Principal. He/she is the custodian of all records and documents.

Finance Officer

- Pay & Accounts.
- Pay bill preparation and disbursement.
- Maintenance of salary acquittance.
- Advances and settlement.
- Collection of fees and remittance.
- PF matters & Income tax matters.
- Internal audit.
- Audited statement of receipts & expenditure.
- Preparation of annual budgets.
- Advertisements & Tenders.

Purchase Manager

- Maintain records of goods ordered and received.
- Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Control purchasing department budgets.
- Review purchase order claims and contracts for conformance to college policy.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Represent college in negotiating contracts and formulating policies with suppliers.

- Prepare reports regarding market conditions and merchandise costs.
- Arrange for disposal of surplus materials.

HR Manager

- Prepare job vacancy list with directions from the Principal and job advert; deciding on how best to advertise.
- Communicate with the shortlisted candidates for the interview.
- Administer payroll and maintain staff records.
- Participating in recruitment efforts.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.
- Collecting employment and tax information.
- Ensuring background and reference checks are completed.
- Preparing new employee files.
- Overseeing the completion of compensation and benefit documentation.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Conducting benefit enrollment process.
- Administering new employment assessments.
- Serving as a point person for all new employee questions.
- Processing payroll, which includes ensuring vacation and sick time are tracked in the system answering payroll questions
- Facilitating resolutions to any payroll errors
- Participating in benefits tasks, such as claim resolutions, reconciling benefits statements, and approving invoices for payment maintaining current HR files and databases
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained.
- Performing payroll/benefit-related reconciliations
- Performing payroll and benefits audits and recommending any correction action
- Completing termination paperwork and assisting with exist interviews

Estate Officer

- Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
- Supervises, executes the works in all civil, electrical, gardening and cleaning according to the norms and standards.
- Acts as the office in-charge of the security/sanitation/public health units of the institute and exercise control over the contract workers; he/she must ensure compliance of the all provisions of the labour laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
- Inspects the buildings structures, roads, etc. under his/her charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
- Prepares progress reports on on-going work and report the same to the authorities of the institute on a monthly basis.
- Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance of all the electric generators and ensuring proper use of the same.
- Suggests the Principal in all technical matters and ensure that all works executed by him are as per the guidelines prescribed by the MOA/Bye-Laws/CPWD/State PWD and that these works are carried out with the authorization/approval of the works committee or building committee etc. as per the prescribed procedure.
- Executes any other works assigned from time to time.

Technical Staff

- Maintenance of stock and Inventory.
- Issues and receipts.
- Servicing of equipment.
- Assistance in purchase.
- Stock entry and bill passing.

Chief Security Officer

- Acts as in charge for gate entry of students, teaching & non-teaching members and any other contract workers inside the campus.

- Monitors material movement in and out of the premises.
- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Ensures the contract labours wear contract badge during working hours within the campus.

Mess Manager

- Responsible for the purchase of groceries for hostel.
- Responsible for food related complaints.
- Responsible for food timings.

Resident Warden

- Responsible to monitor the discipline of the students.
- Responsible to monitor study hour.
- Responsible for the students to comply with the hostel rules and regulations, and to maintain the orderly management of the hostel, providing a harmonious environment for the students
- Responsible to ensure the general wellbeing of students in their hall and to handle situations of emergency as and when these arise.

9. Faculty Performance Appraisal Scheme

Faculty Performance Appraisal is done annually as per the Academic Performance Index given below.

S.No	Academic Performance Index			API SCORE		
				Max. score		Total Score
I	Academic Contribution	University Exam Pass% (Max:30) (Only for theory subjects)	Average Pass percentage of all subjects for the assessment year X 0.3 (Only when pass percentage of Subject is above 90 %)	Pass% *0.3	30	50
			If pass percentage is below 90 %	Nil		
		Feedback on Faculty (Max : 10)	Actual Feedback Score in %*0.1 If the feedback score is above 90% (90*0.1=9)	% *0.1	10	
			If overall feedback score is below 50%	Nil		
Conducting Remedial classes (Max : 5)	On an average of 5 hours per subject per year	5	5			
Faculty conducting additional Experiments/training/ GATE Coaching (Max : 5)	Seminar/Training/Workshop to students on an average of 5 hours per year	5	5			

II	Research Contribution	Journal Publications /Papers Published (Max :10)	Journal Publications(Scopus / SCI Indexed) or Presenting papers in International Conferences outside India (5 marks per paper)	10	10	25
			Other Journals (Non -Scopus/SCI) (2.5 marks per paper)	5		
			Presenting papers in National /International Conference (1.5 marks per paper)	3		
		Patents / Book Published (Max:5)	Patents/Text Book Published with ISBN	5	5	
			Text Book Published without ISBN	3		
		Project Guidance (Max : 10)	Guiding Students for National Level Projects Contest	5	10	
			Guiding Projects	5		
III	Professional Upgradation	Organizing FDPs/ Workshops/ Conferences/ Training program for Faculty (Max : 10)	Convener /Co-Coordinator	10	10	15
			Committee member	3		
		Attending FDP/ MOOC Courses (Max : 3)	More than 5 days duration	3	3	
			More than 3 days duration	2		
			MOOC Courses (NPTEL, Course era etc. ,	3		
		Resource Persons in FDP Conference or Invited Talk (Max : 2)	FDP Resource Person (Engg.)	2	2	
			Conferences : Panel member	1		
Invited talks	2					
IV	Industrial Consultancy and Sponsored Research	Industrial Consultancy (Max : 5)	Consultancy works (More than Rs 2,00,000)	5	5	10
			Consultancy works (More than Rs 1,00,000)	2		
			Consultancy works(More than Rs 10000)	1		
		Sponsored Research (Max : 5)	Govt.funded Projects worth a total of Rs. 4, 00,000 and above.	5	5	
			Govt.funded Projects worth a total of Rs.2, 00,000 and above.	2		
			Trust funded	1		
TOTAL					100	100

10. Ethical Standards for faculty members

- Shall live and lead by example in every sphere of conduct.
- To inculcate a culture in students
 - To respect parents, teachers and elders.
 - To express the love of brotherhood to fellow students.
 - To accept and extend due respect to every religion, language, gender and social grouping.
 - To give them a feeling of comfort and encouraging their enthusiastic expressions.
 - To love the nation and commit their endeavours to her progress.
- Shall have a sense of belonging to the Institute.
- Shall presume total dedication to the teaching profession.
- Shall always have an urge to outshine in professional expertise.
- Shall keep up immaculate personal hygiene at all times.
- Shall never appear messy, through style of dressing, grooming of hair or in respect of any other decoration that he/she wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall attend to parents as a true representative of the Institute, clarify their doubts with concern and help them understand the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards, assist them in solving their problems and guiding them properly on how and who to approach for further help/assistance.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the college or of fellow teachers, students or any other member of the society.
- Accept the entity of fellow teachers, honour their sentiments and respect their value system.
- Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of assistance required for discharging their responsibilities.