



KRGI

Human Resource Manual

(Strong Policies, Clear Procedures, Ethical Practices)

KR Group of Institutions, Karur & Tiruchirappalli



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College of Engineering**

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SECTION A: GENERAL GOVERNANCE & ETHICS

1. Introduction

The **Human Resource (HR) Manual of the KR Group of Institutions (KRGI)** serves as a comprehensive framework for the effective management of human resources in a **fair, transparent, consistent, and professional manner**. It seeks to foster a culture of **excellence, innovation, ethical conduct, accountability, and continuous improvement**, in alignment with the **vision, mission, and core values** of the institution.

This manual clearly outlines the **policies, rules, and procedures** governing the complete **employment life cycle** of both **teaching and non-teaching staff**, including **recruitment and appointment, roles and responsibilities, performance management, rewards and recognition, professional conduct, separation, and continuous professional development**. It is intended to ensure that all employees clearly understand their **rights, responsibilities, expectations, and growth opportunities** within the institution.

The HR Manual shall serve as a **reference document for administrators, faculty members, and staff**, promoting uniform implementation of HR practices across all constituent institutions of KRGI and ensuring compliance with statutory, regulatory, and institutional requirements.

This HR Manual shall be effective and applicable from January 2026 and supersedes all previous HR guidelines and practices, unless otherwise specified.

2. Applicability and Objectives of the HR Manual

2.1 Applicability

This HR Manual applies to:

- All teaching faculty.
- All non-teaching and supporting staff (technical and administrative).
- Internally deputed or promoted employees.

2.2 Objectives

The key objectives of the HR Manual are:

- To provide clarity on institutional policies, service rules, and roles.
- To promote a structured and transparent HR environment.
- To support faculty and staff in their career development and research engagement.
- To ensure compliance with AICTE/UGC/State Government norms.
- To uphold the values of integrity, accountability, and professionalism.

3. Code of Conduct & Professional Ethics

3.1 Faculty Conduct

3.1.1 The Faculty Member should come to the college at least 5 minutes before the commencement of classes (8:40 AM) and should leave the college not earlier than 20 minutes after the end of the last hour (5:00 PM).

3.1.2 All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

3.1.3 Faculty Members are expected to update their knowledge by attending seminars / workshops / conferences, after obtaining necessary permission from the Principal/Management.

3.1.4 Faculty Members should attempt to publish textbooks, research papers in reputed International / Indian Journals / Conferences.

3.1.5 The Faculty Members are expected to prepare his/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students, and he/she should associate his/her actively with such extracurricular activities which he/she is interested in or assigned to him/her from time to time.

3.2 Department

3.2.1 The Faculty Member should always first talk to the HoD and keep the HoD in confidence about the member's professional and personal activities.

3.2.2 Workload will be allotted by the HoD after taking into account the Faculty Member's interests.

3.2.3 In addition to teaching, the Faculty Member should take additional responsibilities as assigned by the HOD / Principal in academic, co-curricular, or any extracurricular activities.

3.2.4 Every Faculty Member must give a seminar on some topic at least once in each semester to other faculty.

3.2.5 Every Faculty Member should maintain students' attendance records, and the absentees' roll number should be noted every day in the Master attendance Register maintained in the Department as soon as the classes / laboratory hours are over.

3.2.6 Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of an emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3.2.7 The Faculty Member should make his/her presentable. The Faculty Member should show no partiality to any segment / individual student.

3.2.8 The Faculty Advisor must update the student's personal file regularly and put it up for inspection by the HOD / Principal as the case may be.

3.3 Student - Faculty Reports

3.3.1 The Faculty Member should have a good relationship with the students.

3.3.2 As soon as the Faculty Member enters the class, He/She should take attendance. If anybody enters late, the student may be permitted to attend the class but will be marked absent. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling, and if it does not bring any change, the student must be directed to meet the class coordinator / HOD.



3.3.3 The Faculty Member should act tactfully and deal with insubordination by students maturely.

3.3.4 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of the students.

4. Organizational Structure and Governance

4.1 Governance Structure

KRGI functions under a defined academic and administrative structure that includes:

- Governing Body – Highest decision-making body.
- Principal – Institutional head responsible for academic and administrative leadership.
- Portfolio Heads and Heads of Departments (HoDs) – Responsible for academic execution, quality, and departmental governance.
- HR Department – Handles faculty recruitment, welfare, leave, documentation, promotion processes, and compliance.

4.2 Roles of the HR Department

- Maintain faculty and staff records.
- Coordinate recruitment and onboarding.
- Manage faculty appraisals, increments, and Career Advancement Scheme (CAS).
- Maintain leave registers and service books.
- Address HR-related grievances and coordinate with Principal / HODs.
- Issue orders related to probation, promotion, transfer, or disciplinary action.

4.3 Internal Committees (with HR Role)

- Performance Appraisal Monitoring Committee (PAMC) – Evaluates annual PBAS.
- IQAC – Quality initiatives and compliance monitoring.
- Internal Complaints Committee (ICC) – POSH (Prevention of Sexual Harassment)-related complaints.
- Staff Welfare Committee – Staff engagement and support programs.

5. Service Rules and General Duties

5.1 General Service Conditions

5.1.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

5.1.2 Every member of the staff shall employ his/her honestly, efficiently and diligently under the orders and instructions of the Principal / Designated Authority or other officers under whom he/she shall, from time to time, be placed. He/she shall discharge all duties pertaining to the office and perform in such a manner as may be required of him / her or which are necessary to be done in his/her capacity as aforesaid.

5.1.3 Every member of the staff shall devote his/her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Designated Authority.

5.1.4 Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as are required will be commissioned by the college, with / without additional remuneration or honorarium, as prescribed by the college from time to time.

5.1.5 For the development and progress of the college / department, all members of the staff should work as a team, and they should also maintain a cordial relationship with other departments.

5.1.6 Staff members should get prior permission from Management / Principal / Designated Authority to contact any outside agency or government departments for any matter related to the college / hostels.

5.1.7 All members of the staff shall be governed by general rules / norms also practiced by the college from time to time.

5.1.8 The Faculty Members are expected to prepare himself/herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students, and he/she should associate himself/herself actively with such extracurricular activities which he/she is interested in or assigned to him/her from time to time.

5.2 Attendance and Campus Conduct

5.2.1 Any staff member, on appointment, except on contract, shall be on probation for a period of two years.

5.2.2 All teaching and non-teaching staff are required to mark their attendance using the biometric system twice daily—once before the commencement of regular class or work hours, and again at the end of the official working hours. This is mandatory unless the staff member is on approved leave or officially assigned duties outside the campus (OD). It is the responsibility of each staff member to ensure accurate biometric entry and exit records, as failure to do so without valid justification may be considered unauthorized absence.

5.2.3 Staff should be available in the college premises during the entire period of office hours, on all working days.

5.2.4 If a staff member intends to be out of station during any type of leave or vacation, they must provide their exact outstation address and contact number(s) in the leave or vacation application, and inform the Principal or designated authority accordingly.

5.2.5 In any meeting or assembly, decorum should be maintained, and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

5.3 Financial Responsibility and Advances

If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 7 days from the date of drawn of advance or within 5 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his/her salary.

5.4 Disciplinary Action and Misconduct

In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Principal/Designated Authority has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Principal/Designated Authority.

5.5 Exit and No Dues

Staff Members, if and when relinquishing their jobs, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.

All the Faculty Members are expected to follow the rules and regulations of the Institution as prevalent from time to time.

6. Grievance Redressal Policy

6.1 Objective

The institution is committed to creating and maintaining a safe, respectful, transparent, and supportive work environment. This policy provides a structured framework for addressing grievances and complaints raised by faculty and staff in a fair, impartial, and timely manner. The objective is to ensure that every staff member feels heard, valued, and protected, thereby promoting trust and accountability within the institution.

6.2 Grievance Redressal Committee

To provide a formal mechanism for grievance handling, the institution has constituted a Grievance Redressal Committee (GRC).

6.2.1 Nodal Officer: The Principal of the institution shall act as the Nodal Officer for grievance redressal. The Principal will oversee the functioning of the GRC, ensure timely processing of complaints, and maintain confidentiality throughout the process.

6.2.2 Composition of the Committee: The GRC shall comprise:

- Principal (Nodal Officer & Chairperson)
- Senior faculty representatives from different departments
- One non-teaching staff representative
- One external member (if required, to ensure fairness and transparency)

6.2.3 Scope of Grievances - The GRC shall address grievances including, but not limited to:

- Workplace-related issues (workload, allocation of duties, transfers, etc.)
- Service-related matters (leave, appraisal, promotions, increments, etc.)
- Interpersonal conflicts at the workplace
- Any unfair practices, discrimination, or bias in the institution

6.2.4 Appeals and Review Mechanism

- Any staff member may submit grievances in writing (signed and dated) to the Principal (Nodal Officer).
- Grievances will be acknowledged within 7 working days and resolved within a maximum of 30 working days, depending on the complexity of the case.
- If the staff member is not satisfied with the decision of the GRC, they may appeal to the Governing Body / Management for a final review.

6.3 Policy on Prevention of Sexual Harassment (POSH)

6.3.1 Objective: In alignment with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the institution is committed to providing a workplace free of sexual harassment. A zero-tolerance approach will be maintained towards any act of sexual harassment, intimidation, or exploitation.

6.3.1 Internal Complaints Committee (ICC): The institution has established an Internal Complaints Committee (ICC) to handle complaints related to sexual harassment.

6.3.2 Scope of Complaints

Complaints under POSH may include, but are not limited to:

- Verbal, non-verbal, or physical sexual harassment
- Unwelcome advances, suggestive comments, or remarks
- Misuse of authority to solicit sexual favors
- Behavior that creates a hostile, offensive, or intimidating work environment

6.3.3 Complaint Procedure

- Complaints must be submitted in writing to the ICC within 3 months of the incident.
- The ICC will initiate a confidential inquiry and complete the investigation within 90 days.

- A detailed report with recommendations will be submitted to the Principal (Nodal Officer) for further action.

6.3.4 Protection of the Complainant

- Non-retaliation policy: The complainant shall not face any victimization or discrimination.
- Confidentiality: The identity of the complainant and the proceedings will remain strictly confidential.
- Support services: Counseling and assistance will be made available as needed.

6.3.5 Penalties for Misconduct

Based on the findings of the ICC, disciplinary actions may include:

- Written warning or formal reprimand
- Suspension, transfer, or termination of employment
- Filing of legal proceedings in cases of severe violations



SECTION B: RECRUITMENT, PROMOTION & SEPARATION

7. Faculty and Staff Recruitment Policy

7.1 Objective

The recruitment and onboarding policy aims to ensure that KRGI appoints highly qualified and competent faculty and staff in alignment with institutional needs, academic schedules, and regulatory requirements (AICTE/UGC/University).

7.2 Recruitment Calendar

- Recruitment is generally conducted twice a year — in April/May and October/November — to align with academic schedules and ensure readiness before the commencement of each semester.
- Additional/urgent recruitments may be conducted through walk-in interviews or rolling advertisements as required.

7.3 Vacancy Identification and Approval

- Departments must prepare a faculty requirement list at least two months before the start of each semester, based on:
 - Approved Student–Faculty Ratio (SFR)
 - Workload and timetable requirements
 - New program launches or additional intake
 - Resignations, retirements, or terminations
- The Principal shall review and approve the requirements before submission to HR.
- Final approval for filling vacancies will be granted by the Management based on recommendations from the Principal and HR.

7.4 Advertisement and Application Process

- Approved vacancies will be advertised through:
 - The institution website

- Educational portals such as FacultyPlus, LinkedIn, and other online platforms
- Internal referral networks
- Newspapers, if necessary
- Applications must be submitted to careers@mkce.ac.in before the specified deadline.
- The HR Office will prepare a summary sheet of applicants including:
 - Educational qualifications
 - Relevant teaching/research experience
 - Research publications (for faculty positions)
 - Age (preferably below 45 years)
 - Location (preference to candidates residing in or around Karur)

7.5 Interview and Selection Process

First Round – Technical Interview & Board Presentation

- **Panel Members:** HoD, HR Representative, and Subject Experts (minimum two members)
- **Method:** The first round comprises a **technical interview** and a **board presentation** to evaluate the candidate's academic and professional competencies.
- **Written Task:** The panel will assign a **topic** on which the candidate must write a **one-page essay** to assess their **English proficiency and written communication skills**.
For **computing faculty**, the panel may additionally provide a **programming question**, for which the candidate must write the corresponding **code**. (*This activity is optional and will be conducted at the panel's discretion.*)
- **Criteria for Evaluation:** Subject knowledge, teaching and presentation skills, depth of expertise, communication skills, attitude, and alignment with institutional values.

- **Evaluation Process:** Feedback forms will be collected from all panel members after the interview and presentation for further assessment.
- **Exemption:** Assistant Professors with **a minimum of 5 years of experience**, **Associate Professors**, and **Professors** may be permitted to **attend the second round directly**, based on their credentials and experience.

Second Round – Chairman / Executive Director Interaction

- **Panel Members:** Principal, HoD, HR Representative, and Subject Experts (minimum two members)
- **Purpose:** This round focuses on **personal interaction** to assess the candidate's **institutional fit** and discuss matters related to **relocation requirements, accommodation, transport facilities**, and other **onboarding aspects**.

It also serves to ensure that candidates who directly attend the second round (such as Assistant Professors with **a minimum of 5 years of experience**, **Associate Professors**, and **Professors**) possess the required **technical expertise and professional suitability** for the institution.

- **Note:** This stage **does not influence merit scoring**. Its purpose is to confirm **cultural compatibility** and **institutional alignment** before final selection.

Final Selection & Approval

Committee Members: Chairman / Executive Director, Principal, HR Representative, and HoD

Responsibility: The committee is responsible for **reviewing the merit and performance** of candidates from the earlier rounds, **evaluating institutional fit**, and **approving the final appointment** based on established selection criteria and institutional needs.

Additional Provisions:

- **Direct interviews** may be conducted for **senior positions**, based on experience and credentials.
- All **selection committees** are constituted in accordance with **Governing Body norms** and institutional recruitment policies.

8. Eligibility Criteria for Appointments

To ensure that faculty and staff appointed at KRGI possess the minimum qualifications, skills, and experience necessary to deliver academic and administrative excellence, in compliance with regulatory bodies such as AICTE, UGC, and affiliating University.

9. Joining Formalities and Induction Program

9.1 Objective

To outline a systematic process for onboarding new employees and orienting them to the institution's values, policies, infrastructure, and expectations, thereby ensuring smooth assimilation into the institutional ecosystem.

9.2 Joining Formalities

All newly selected candidates must complete the following formalities prior to or on the date of joining:

A. Submission of Documents

The employee must submit self-attested copies (and originals for verification) of the following:

- Appointment order issued by the Principal/HR
- Proof of identity (Aadhaar card, PAN card)
- Proof of address (utility bill, passport, etc.)
- Recent passport-size photographs (4 copies)
- Copies of all educational certificates and mark sheets
- Experience and Relieving Certificates (if applicable)
- Bank account details (cancelled cheque or passbook copy)
- Medical fitness certificate from a registered practitioner
- Proof of caste/community (for applicable categories)
- Affidavit for gap in education/work (if any)

B. Signing of Documents

The following documents must be signed:

- Offer acceptance letter

- Joining report
- Service agreement or terms of employment
- Confidentiality and code of conduct declaration
- Declaration of having read and understood policies (POSH, Leave, Disciplinary, etc.)

9.3 Employee Code and Access

Upon verification and processing:

- Employee ID will be generated
- Official email ID and internal portal access (ERP, LMS, etc.) will be created
- Biometric attendance will be enabled
- Staff directory inclusion and mail group mapping will be completed

9.4 Induction Program

An Induction Program will be conducted for all new faculty, staff, and administrative personnel within the first 7 days of joining.

Objectives of the Induction Program:

- Introduce institutional mission, vision, core values, and quality policy
- Familiarize with academic, administrative, and examination processes
- Brief on IQAC, NAAC/NBA norms, and outcome-based education (OBE)
- Orientation on ERP usage, internal communication tools, and teaching aids
- Introduce departmental goals and team members
- Awareness on mandatory policies (e.g., POSH, grievance redressal)
- Mentoring assignment and probation review process



SECTION C: WORKING NORMS, LEAVE & CONDUCT

10. Workload Norms (Teaching, Research, Administrative)

10.1 Weekly Teaching Load Guidelines

- Professors and Associate Professors: 14 hours/week
- Assistant Professors: 16 hours/week
- Deans, HoDs, Portfolio In-charges: Up to 10 hours/week (as applicable)
- Lab sessions must be divided into Group 1 & 2 and handled by separate faculty as per ERP mapping.

10.2 Research-Based Load Relaxation

- 2-hour reduction for PIs of sponsored research projects
- 3-hour relaxation for faculty with a proven research track (temporarily), with next-year compensation if no grant is secured

10.3 Course Allotment Principles

- Assistant Professors get priority in elective/core course preference
- Professors/Associate Professors should be allotted program core and junior-level foundational subjects

10.4 LTPC-Based Load Allocation

- Teaching assignments must reflect the LTPC (Lecture-Tutorial-Practical-Credit) structure of the curriculum

10.5 Department-Level Responsibilities and Protocols

- Faculty must maintain transparent communication with the Head of the Department (HoD) regarding professional and personal matters.
- Teaching and workload allotment will be determined by the HoD, taking the faculty member's interests and competencies into account.

- Faculty must actively participate in additional academic, co-curricular, or extracurricular responsibilities assigned by the HoD or Principal.

10.6 Classroom Teaching Guidelines

10.6.1 Once the subject is allotted, the Faculty Member should prepare the Course Delivery and Assessment Plan (CDAP).

10.6.2 The Faculty Member should get the CDAP and course file approved by the HOD and IQAC.

10.6.3 The Faculty Member's CDAP must be regularly updated and put up for inspection by the HOD/Principal, as the case may be.

10.6.4 The Faculty Member should refer to more books than textbooks and prepare his/her detailed lecture notes. These lecture notes are his/her aids. The Faculty Member should not dictate the notes in the class.

10.6.5 Faculty members should focus on principles, objectives, examples, applications, advantages, recent trends, and scope for their subjects.

10.6.6 The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.

10.6.7 The Faculty Member should engage the full 1 Hour / 50 minutes and should not leave the class early.

10.6.8 The Faculty Member ideally should recapture for the first 5 to 10 minutes the lessons of the last lecture, tell what will be to learn in another 5 minutes, then explain the lecture well up to 35 minutes, and in the last 10/5 minutes conclude and say what will be seen in the next class.

10.6.9 The Faculty Member should cultivate the inclusion of humor in the lecture, to break the monotony.

10.6.10 The Faculty Member should practice/rehearse the lecture well before going to the class.

10.6.11 The Faculty Member should encourage students to ask doubts/questions.

10.6.12 The Faculty Member should get the feedback from students and act /adjust the teaching appropriately.

10.6.13 The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.

10.6.14 In problem-oriented subjects, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least a week in advance of the actual class.

10.6.15 The faculty member shall guide students on the expected question formats and difficulty levels for each unit, covering both short-answer and long-answer patterns as relevant to the Continuous Internal Assessment (CIA) and End Semester Examination (ESE).

10.6.16 The Faculty Member should enter attendance in ERP every day after he/she finishes the lecture.

10.6.17 The Faculty Member should interact with the class Advisor or Mentor and inform him/her about the habitual absentees, academically backward students, objectionable behavior, etc.

10.6.18 The Faculty Member should always aim for 100% pass results in his/her subjects and work accordingly.

10.6.19 The Faculty member should spend a minimum of 2 hours browsing and regularly visit the library and read the latest journals/magazines in his/her specialty and keep themselves abreast of the latest advancements.

10.6.20 The Faculty Member should make himself/herself available for doubt clearance.

10.6.21 The Faculty Member should motivate the students and bring out the creativity /originality in the students.

10.7 Laboratory Teaching Guidelines

10.7.1 The Faculty Member going for the laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.

10.7.2 The Faculty Member going for the laboratory class should ask viva-voce questions to each student regarding their experiments.

10.7.3 Whenever possible, additional experiments to clarify or enlighten the students must be given.

10.7.4 The lab observations/records must be corrected within 2 days, and students should complete their record work before coming to the next class.

11. Assessment, Evaluation, and Examination Duties

11.1 While setting the question paper, the Faculty Member should also prepare the detailed answer and marking scheme and submit it to the HOD for approval.

11.2 During invigilation, the Faculty Member should be continuously moving around. He/She should watch closely so that nobody does any malpractice in the exam/test.

11.3 Whenever any malpractice is noticed, the Faculty Member should get a written statement from the student and inform the University Representative / Chief Superintendent. (Class Advisor and HOD concerned in the case of cycle test / Model Examination).

11.4 The test papers must be corrected within three days from the date of examination, and marks submitted to the Department Exam cell coordinator and HOD for forwarding to IQAC & Principal with remarks.

11.5 The faculty members should be fair and impartial in awarding internal marks to students or in selecting the outstanding students of the department/college, and on similar occasions, it should be done strictly as per the prescribed norms. It should not have any bearing on region, language, religion, caste, status of parents, personal relations, etc.

12. Student Mentorship & Interaction Policy

12.1 The Faculty Member should have a good relationship with the students.

12.2 As soon as the Faculty Member enters the class, he/she should take attendance. If anybody enters late, the student may be permitted to attend the class but will be marked absent. In case of repeaters or habitual late comers, the teacher should try to correct the student through personal counseling, and if it does not bring any change, the student must be directed to meet the Class Advisor / HOD.

12.3 The Faculty Member should act tactfully and deal with insubordination by students maturely.

12.4 The Faculty Member should be strict but not harsh. Never use harsh words, which would hurt the feelings of the students.

13. Leave Rules & Holidays

13.1 Eligibility & Applicability

All employees on the regular rolls of the Institute.

13.2 General Policies

13.2.1 For the purpose of leave, “Year” shall mean the Academic Year that starts on 1st July and ends on 30th June.

13.2.2 Categories of leave available to the employees are:

- Casual Leave (CL)
- Compensatory Leave (COL)
- On-Duty (OD)
- Vacation Leave (VL)
- Leave on loss of Pay (LLP)
- Marriage Leave (ML)
- Maternity Leave (MTL)
- Paternity Leave (PL)
- Sabbatical Leave (SL)
- Special Leave (SPL)
- Permission

13.2.3 KRGI provides different kinds of leave to meet the various eventualities of its employees. Availability of leave should be with proper notice so that the work of the organization does not suffer. Leave shall not be claimed as a right. Leave sanctioning authorities have to use their discretion in sanctioning the leave so that the effect is minimal on the normal functioning of the college.

13.2.4 Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Apply online one day prior with proper rearrangements of duties

and hand over the responsibilities. Even for CLs, intimation by telephone, SMS, or Email is to be given to the Head of the department/institution, if prior sanction cannot be obtained for justifying reasons.

13.2.5 Leave accounts of all staff members are maintained in the Administrative Office.

13.2.6 Sanctioning authority: The Principal of the college is the competent authority to grant all kinds of leaves to all the employees. The principal may delegate this power to Heads for administrative convenience. The designated authority of the college is the competent authority to sanction leave of the principal.

13.2.7 All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with the intent to use up all the leaves provided for in the rules.

13.3 Casual Leave (CL)

13.3.1 Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in an academic year (July 1st to 30th June). Staff members can avail of a maximum of 6 days CL per semester. The lapsed CL in the odd semester will be carried over to the even semester. ODD Semester (July to December), EVEN Semester (January to June)

13.3.2 However, in case an employee joins duty during the year, such leave will be granted in proportion to the months of service in the said academic year. (i.e., one day CL on completion of a month)

13.3.3 CL cannot be carried forward to the next calendar year and will lapse if not availed within the same year.

13.3.4 Casual leave is to be ordinarily applied online at least 2 days in advance. The classes and other duties, if any, are to be assigned to other competent staff. However, if

casual leave is taken in any emergency, the same has to be informed to the Principal's office and HOD at the earliest possible.

13.3.5 Leave taken without proper intimation & approval and leave taken to meet with unforeseen realities, for which due approval was not obtained within 24 hours, as per rule, shall be considered as leave with Loss of Pay

13.4 Compensatory Leave (COL):

13.4.1 All employees are eligible for Compensatory Leave for work performed in the field or at the place of duty, on official holidays to complete assigned work.

13.4.2 Prior approval is to be obtained in writing from the principal or his/her nominee for work on holidays, and the same is to be noted in the administrative & HR office.

However, compensatory leave towards unscheduled hours of work due to urgency, entrusted to staff on special occasions by the HOD, will be granted for a specific reason and recommendations of the HOD in writing within a day from the date/period of carrying out such work.

13.4.3 To avail COL for a full day, one needs to work with a minimum of 7 hours, as the same applies for a half day, work with a minimum of 4 hours.

13.4.4 Compensatory leave may be availed within 3 months of work. The unavailed COL after 3 months from the actual date of working will automatically lapse.

13.4.5 Compensatory leave cannot be split into half days.

13.4.6 Compensatory leave will not be granted to any staff for Special Classes, Educational Tours, Practical Examinations, Accreditation, Inspection of AICTE / University, other bodies, etc. Remunerative work is included in the provision.

13.4.7 The maximum number of compensatory holidays or leave that may be granted to an employee shall not exceed 8 days in an academic year.

Note: Employees are advised to avoid availing Compensatory Leave during the active academic session, particularly when academic activities are ongoing, unless it is absolutely necessary and approved by the competent authority.

13.5 On Duty (OD)

13.5.1 The College can permit any faculty member to take special assignments with other Colleges or industrial units, for a specific period of time, or to attend seminars/faculty development programmes /winter or summer training programme with prior approval from the Head of the Department and Principal/designated authority

13.5.2 Faculty can avail 8 days ON-DUTY in an academic year to attend Central valuation / External Examiner for practical examinations / Exam invigilators in other colleges connected with the university during the college working days.

The Faculties can avail a maximum of 2 days continuous ON-DUTY for Valuation/invigilation/ Practical examinations related works.

13.5.3 Faculty can avail 9 days ON-DUTY in an academic year for attending seminars, workshops, FDPs, NPTEL Exams, and conferences. The faculties can avail a maximum of 6 days of continuous On-Duty for external participation.

13.5.4 Faculty members pursuing a Ph.D. with an external Supervisor can avail 8 days ON-DUTY in an academic year.

13.5.5 Faculty members pursuing a Ph.D. with an Internal Supervisor can avail 4 days ON-DUTY in an academic year.

13.5.6 Faculty members acting as Doctoral Committee members and Subject Experts for Ph.D. viva voce examination can avail ON-DUTY with prior approval.

13.5.7 All other ON-DUTIES, if any maximum of 12 days pertaining to the college work should be specially allotted by the Executive Director and Principal.

13.5.8 OD is to be ordinarily applied at least 2 days in advance with evidence through HOD to the HR Department and Principal. The classes and other duties, if any, are assigned to other staff.

13.5.9 OD taken without proper intimation and approval shall be considered as leave on loss of pay.

13.5.10 If OD avails in excess, the excess days will be treated as LOP.

13.5.11 The Principal shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.

13.6 Vacation Leave (VL)

13.6.1 These rules govern the **availing of vacation leave** for each semester.

The **maximum duration** and **number of days** of vacation shall be **decided by the Principal or the designated authority**, based on the academic calendar and institutional requirements.

13.6.2 Vacation Leave (VL) is **applicable only to faculty members (teaching staff)** who have completed the required **eligible service** within the institution.

Tutor / Teaching Assistant (TA): Faculty designated as Tutor / Teaching Assistant shall be eligible to avail 50% of the applicable Vacation Leave entitlement, subject to departmental requirements and approval of the competent authority.

Eligible Service No. of Days

- **1 year and above:** 42 days (14 days Winter Vacation + 28 days Summer Vacation)
- **Less than 1 year:** Common vacation period, as and when declared by the institution.

The Vacation Period is defined as

- Winter - December to January
- Summer - May to June

13.6.3 However, vacation leave shall be available as per the circulars issued then and there in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the college.

13.6.4 The staff member has to apply for VL in advance - The HoDs will submit the Vacation Slot to the HR Dept and Principal for approval before any VL is granted.

While doing so, he/she shall ensure that the Department is completely manned during the Vacation Period, so that no Department work is hampered.

13.6.5 VL cannot be combined with any other Leave.

13.6.6 If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal, the same can be utilized at a later part of the year, subject to approval.

13.6.7 Vacation Leave (VL) may be **availed in two spells** during the academic year. If all or the majority of faculty members opt for the same vacation spell and the **Head of the Department (HoD)** anticipates that it may **disrupt the normal functioning of the**

department, the HoD has the authority to **reschedule or direct faculty members** to avail their VL in a manner that ensures smooth departmental operations.

The **HoD must ensure that at least 30% of the faculty members** are available in the department at any given time to support academic and administrative continuity.

13.6.8 The staff, after giving the option for the slot(s), will not be allowed to change the slots under any circumstances. For the purpose of calculating the number of days of vacation leave, all declared holidays and Sundays (prefix, suffix, and intervening) will be included.

13.6.9 It will be the responsibility of each faculty to see that their academic commitments, like invigilation work, correction of Preparatory Exam papers, conduct of semester coaching classes, and centre valuation, are not disrupted while they are proceeding on vacation leave.

13.6.10 Any unavailed part of VL cannot be carried over to the next academic year.

13.6.11 A faculty member who has completed two years of service in KRGI can avail 1 week of vacation leave out of his/her eligible days for any medical reasons that warrant hospitalization during the academic year. The records pertaining to their hospitalization should be produced while returning to duty.

13.6.12 The Vacation leave of a staff member can be cancelled by the authorities concerned if the presence of the staff becomes necessary for official work.

13.6.13 Once Vacation leave has been announced by the Principal, the VL eligible faculties are not allowed to avail ON Duty. If a faculty member avails vacation leave and simultaneously applies for On Duty (OD) during that period, the vacation leave shall not be extended by counting the OD days.

13.7 Marriage Leave (ML)

13.7.1 A Male/Female employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Marriage Leave for a maximum of one week from the vacation leave, subject to prior approval of the Principal/Designated Authority.

13.7.2 The marriage leave can be combined with a maximum of 3 days of CL.

13.7.3 The staff member concerned shall apply for marriage leave in advance. This leave can be used with public holidays prefixed and /or suffixed.

13.8 Leave on Loss of Pay (LLP)

13.8.1 Absence without prior permission and without making alternative arrangements for class or other important duty will be treated as Loss of Pay.

13.8.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If such LOP is more than 10 days at a stretch in a year, it will be considered as a Break-in-Service, unless supporting documents in evidence of justifying the excess leave are provided. The decision of the Principal shall be final in such case.

13.8.3 Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation leave/OD/other leaves in the next academic year.

13.9 Maternity Leave (MTL)

13.9.1 A woman employee of the institution who has completed at least 2 years of continuous and satisfactory service is eligible for Maternity Leave (MTL) for a maximum of 90 (ninety) days, subject to prior approval of the Principal/Designated Authority. During this period, the employee will be eligible for one month's salary.

If the employee resumes duty immediately after completing the sanctioned MTL period, she will be granted an additional one month's salary as a supportive incentive.

13.9.2 Any additional leave beyond the sanctioned 90 days will be treated as Leave on Loss of Pay (LOP), for a maximum of 3 more months. Maternity Leave can be availed only twice during the entire service period. The MTL must be availed continuously and cannot be taken in installments.

13.9.3 The employee must inform the HoD and Principal at least 8 weeks in advance before proceeding on MTL, along with a valid medical certificate confirming the expected date of delivery.

13.10 Paternity Leave (PL)

13.10.1 A Male employee of the institution, who has completed at least 2 years of continuous and satisfactory service, is eligible for Paternity Leave (PTL) for a maximum of 3 (Three) days, subject to prior approval of the Principal/Designated Authority. The CL for a maximum of 2 days can be clubbed with PL.

13.10.2 The PL sanctioned shall be availed continuously and cannot be availed in installments

13.10.3 An employee can avail PTL only on two (2) occasions in his entire service period.

13.10.4 The decision of the Principal/Designated Authority will be final in sanctioning of PL.

13.11 Sabbatical Leave (SL)

13.11.1 A faculty member who has completed at least 6 years of continuous and satisfactory service at KRGI may be granted Sabbatical Leave without salary, for a maximum period of 36 months, to pursue higher studies, full-time research, industrial

training, authorship, or academic collaboration with recognized institutions or industries in India or abroad.

13.11.2 The faculty member must sign a bond to serve KRGI for a minimum of one year after returning from sabbatical leave. Sabbatical Leave shall be granted only once during the service period, and a detailed report on the outcomes and benefits of the sabbatical must be submitted upon return. The leave is subject to prior approval from the Principal and the Management.

13.12 Special Leave (SPL)

Special Leave may be granted by the Principal in exceptional or emergency situations that are not covered under the existing categories of leave. This type of leave is meant to support employees during uncommon circumstances such as representing KRGI in state or national-level academic, cultural, or sports events; handling serious illness or undergoing surgery for a close family member (with valid medical proof); or during family bereavement or natural disasters. The leave may be granted with or without pay, depending on the nature of the case and at the discretion of the Principal. Each request will be reviewed individually, and the Principal's decision will be final.

13.13 Rules for Applying Permission

13.13.1 Permission for a short absence of up to one hour on any working day may be granted at the discretion of the designated authority. Staff members are allowed a maximum of two short permissions per month. If a third permission is taken in the same month, it will be treated as half-day Casual Leave (CL).

13.13.2 The permitted timings for short permission are:

- Morning: 8.40 AM to 9.40 AM
- Evening: 4.00 PM to 5.00 PM

13.13.3 For late arrival, the allowed time is:

- Morning: 8.40 AM to 8.50 AM

Late permission is allowed only for the Forenoon (FN) session and limited to two times per month.

13.13.4 All permission requests must be applied in advance and approved by the concerned authority before availing them.

14. Disciplinary Policy and Procedure

14.1 Code of Conduct (Faculty, Staff, Non-Teaching)

14.1.1 Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

14.1.2 Every employee shall 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 or control he/she is placed.

14.1.3 Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in the course of his/her duties.

14.1.4 Every employee shall endeavor to promote the interest of the College and shall not act in any manner prejudicial thereto.

14.1.5 No employee shall be a member, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in, subscribe in aid of, or assist, in any other manner, any political movement or activity.

14.1.6 No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

14.1.7 No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic, or scientific character, the employee shall obtain prior permission from the authority.

14.1.8 Obligation to maintain secrecy- Every employee shall maintain the strictest secrecy regarding the College's 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 duties.

14.1.9 An employee of the College shall not, without the prior permission of the Principal/Designated Authority, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit, or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

14.1.10 No employee of the College shall enter into any partnership, accept any fees, endowment, or commission whatsoever from any part other than the College, except with the prior permission of the Secretary.

14.1.11 Acceptance of gifts- An employee shall not solicit or accept any gift from a constituent of the College or any subordinate employee, provided that such gifts, grants, and donations shall be received by an employee in the official discharge of his duties for the College.

14.2 Disciplinary Procedures

14.2.1 The Executive Director or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending, or a case against him in respect of any criminal offence is under investigation, inquiry, or trial.

14.2.2 An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise, for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law, is removed from the service with immediate effect.

14.2.3 An order of suspension made or deemed to have been made shall continue to remain in force until it is modified or revoked by the authority competent to do so.



14.2.4 Unacceptable Behavior: Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to disciplinary proceedings.



SECTION D: PERFORMANCE APPRAISAL & INCENTIVES

15. Performance-Based Appraisal System (PBAS)

15.1 Objective

The Performance-Based Appraisal System (PBAS) is instituted to ensure transparency, fairness, and accountability in evaluating the performance of teaching faculty. It supports a culture of continuous improvement and recognizes contributions toward institutional excellence.

15.2 Applicability

This appraisal system is applicable exclusively to all full-time teaching faculty members of the institution across all departments and designations.

15.3 Purpose and Scope

The PBAS aims to:

- Assess faculty contributions toward academic and institutional goals.
- Facilitate decisions related to promotions, increments, and recognition.
- Encourage personal and professional growth in alignment with institutional vision.

15.4 Evaluation Components

Faculty performance shall be evaluated under the following four components:

- Academics
- Student Development
- Research and Development
- Institutional Contribution

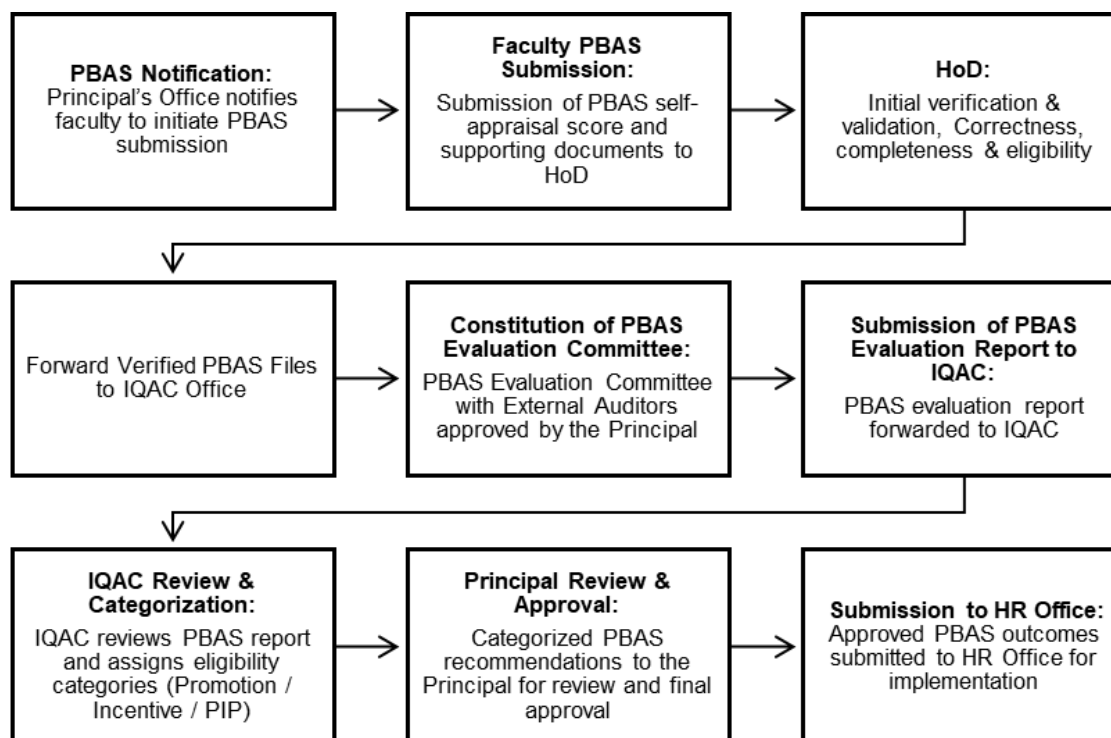
15.5 Appraisal Workflow

- PBAS Notification – Principal's Office notifies faculty to initiate PBAS.

- Faculty Submission – Faculty submit PBAS self-appraisal and documents to HoD.
- HoD Verification – HoD verifies correctness, completeness, and eligibility.
- Forward to IQAC – Verified PBAS files forwarded to IQAC Office.
- PBAS Committee Constitution – Principal approves PBAS Evaluation Committee with External Auditors.
- PBAS Evaluation – Committee evaluates and prepares consolidated report.
- Report to IQAC – Evaluation report submitted to IQAC.
- IQAC Categorization – IQAC categorizes outcomes (Promotion / Incentive / Fast-Track / PIP).
- Principal Approval – Categorized recommendations approved by the Principal.
- HR Implementation – Approved PBAS outcomes forwarded to HR for implementation.

15.6 Appraisal Period and Frequency

- The PBAS assessment period shall be from **January to December** of each calendar year.
- The appraisal shall be conducted annually, with evaluation and decisions finalized in the subsequent appraisal cycle as per institutional timelines.
- A mid-year review (optional) may be conducted for:
 - Faculty placed under mentorship, or
 - Faculty undergoing a Performance Improvement Plan (PIP).



15.7 Outcomes and Actions

Faculty demonstrating **high performance** may be considered for:

- Incentives and rewards,
- Promotions,
- Additional responsibilities or leadership roles.

Faculty with **low performance scores** shall receive **structured feedback** and may be placed under a **Performance Improvement Plan (PIP)** with defined support mechanisms and review milestones.

15.8 Reference Document

For detailed indicators, scoring system, and templates, refer to:

Annexure – A: Performance-Based Appraisal System (PBAS) Framework

16. Faculty and Staff Financial Support Policy

16.1 Faculty members are financially supported for attending Seminars, Workshop, FDP, SDP, etc., with full registration fee and TA/DA as under maximum amount limit per person for academic year:

S.No	Years of Experience @ MKCE	Amount/Year (Rs.)
1	Up to 5 years	6,000
2	5 to 8 years	8,000
3	More than 8 years	10,000
4	HoD / Portfolio Heads	10,000

* Amount includes Registration Fees, TA and DA.

16.2 Registration fee support up to **₹4,000** per faculty per academic year for **one Scopus-indexed conference**

16.3 Faculty members are allowed for International conferences outside India with Travel Grant from sponsoring agencies along with management sponsorship subject to a maximum of Rs.50,000/-. A maximum of 4 members shall be permitted to attend international conferences per year from the institution abroad subject to the basis of merit with Principal approval.

16.4 The management may provide a maximum of Rs. 25,000/- without travel grant based on the merit of conference and country.

16.5 The Lab Technicians/Demonstrators are financially supported for presenting papers in conferences, attending seminars and workshops with a maximum amount of Rs.1000/- per academic year.

16.6 Faculty members acting as wing in-charges can avail food concessions in mess.

16.7 Faculty members will be given an additional incentive of Rs.2000 per month, if they have qualified in SET/NET/GATE and University Gold Medalists (UG/PG).

16.8 Teaching staff members can avail one way transportation or free accommodation in college Hostel.

16.9 Reimbursement of NPTEL exam fees for faculty members who have successfully received Elite Certification

16.10 Teaching and Non-teaching staff members can avail ON Duty for external Sports events with TA/DA.

16.11 The non-teaching staff members are provided with financial assistance for educating their children as furnished below,

S.No	Standard	Financial Support (Rs.)
1	Pre KG to 5 th Standard	6000
2	6 th to 8 th Standard	7000
3	9 th to 10 th Standard	8000
4	11 th to 12 th Standard	10000
5	Degree Course	12000

17. Annual Increment & Special Pay Policy

17.1 Staff members are eligible to the increments prescribed at the end of 12 month service in the institution based on the PBAS score.

17.2 Additional Increments shall be given to the staff members based on their contributions in Journal Publication, at the discretion of the Management.

18. Travel Allowance & Official Duty Reimbursement Policy

18.1 All members of the staff are eligible for travel allowance, when deputed on official duty as per the order of the Principal. The Travel allowance eligible for various categories are indicated below:

Category	Train Travel Class	Road mileage if traveled by Own car. Rs.per km	Rate per day for Food	Rate per day of Lodging
Professor	Rail II AC (2AC)	Travels or Rs.10/- per kilo-meter	Rs.400/-	Rs.1600/-
ASP	Rail III AC (3AC)	Travels or Rs.10/- per kilo-meter	Rs.400/-	Rs.1200/-
Asst. Prof	Rail II Class (SL)	SETC Bus fare	Rs.300/-	Rs.900/-
Supporting Staff	Rail II Class (SL)	SETC Bus fare	Rs.300/-	Rs.600/-

* *Travel by car is allowed for Dean/Professor/ASP subject to prior approval. Rs.12/- per km will be provided subject to max. of Rs.3000/-*

* *Lodging charges are admissible subject to actual production of receipts.*

* *Food charges will be reimbursed on self certification.*

18.2 Subject to limits prescribed in the schedule above, reimbursement of fare paid for the journey and accommodation charges, if any, will be made.

18.3 Air fare, Higher class of travel and/or accommodation is permissible only on special occasions and on prior approval.

18.4 Travel shall always be made only on the shortest route.

18.5 If cancellation is made on genuine reasons on order from the sanctioning authority, cancellation charges shall be reimbursed.



18.6 Travel claim / settlement shall be made within 2 days after completion of travel.

18.7 If cancellation is made by the staff, the advance drawn if any should be immediately refunded within a day.

18.8 Food Expense shall be calculated at the rate of 50% for 5 hrs to 12 hours and 100% for more than 12 hours.

18.9 Any other expenditure involved shall be reimbursed subject to eligibility and approval by the management.

19. Group Insurance & Accident Coverage Policy

The management has taken a personal accident insurance policy for our faculty members with the following benefits.

- Faculty personal accident hospitalization expenses can be claimed up to a maximum of Rs. 2,00,000/-.
- If faculty death occurs due to Personal accident Rs.5,00,000/- can be claimed.

To claim the insurance amount, the intimation shall be given to the office immediately after the incident.

20. Career Advancement Scheme & Promotion Policy

20.1 The faculty those who have completed one year of service in KRGI will be eligible for applying for promotion under the Career Advancement Scheme (CAS) of KRGI.

Generally, the call for will be issued by the HR department in the first week of December. The eligible faculty will be promoted as per norms w.e.f. 1st January of every year. The institute strictly follows the AICTE norms for CAS under Regulation 2018, amended Regulation 2021, F.No. 61-1/RIFD/7th CPC/2016-17 dated 01st March 2019 and UGC norms of CAS F.No. 9-1/2010(PS/MISC) Pt. Vol.I dated 11th October 2021 and F.No. 9-1/2010 (PS/MISC) Pt. Vol.II dated 31st July 2023.

20.2 The eligibility for CAS as mentioned below,

20.2.1 Entry level Assistant Professors (Level 1) would be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 2 Senior AP and Level 3 Selection grade AP), provided they are assessed to fulfill the eligibility of below guidelines.

20.2.1A Assistant Professor (Level 1) to Assistant Professor (Level 2 Senior Grade)

Eligibility Criteria:

- **Service Requirement:**
 - Completed four years of service with a Ph.D., or
 - Completed five years of service with M.Phil./PG Degree in Professional Courses.
- **Professional Development:**
 - Attended an Orientation Course of two weeks on teaching methodology, or Completed two AICTE ATAL FDPs or similar programs (e.g., NITTR).
- **Continuous Learning:**

- Completed one of the following during the assessment period:
 - Refresher / Research Methodology Course / Workshop / Syllabus up-gradation Workshop / Training Program / Faculty Development Program of at least one week (5 days) duration.
 - One MOOCs course with e-certification.
 - Development of e-content in four quadrants/MOOCs.

Research and Innovation Requirements:

A minimum of 6 research publications in Scopus/SCI indexed or similar peer-reviewed journals during the assessment period.

Alternative Criteria:

- Patent Grant: Each patent granted (national or international) can substitute for two research publications (maximum substitution allowed: two patents).
- Funded Research Project: Securing a funded research project as Principal Investigator (PI) can substitute for two research publications.

CAS Promotion Criteria:

- The teacher should get Satisfactory or good grade in the Annual Performance Assessment Report (APAR) for at least three of the last four years.
- A research score of at least 40, including points for patents and funded projects, as per the institution's guidelines.
- The promotion is recommended by the screening-cum evaluation committee.

20.2.1B Assistant Professor (Level 2 Senior Grade) to Assistant Professor (Level 3 Selection Grade)

Eligibility Criteria:

- Service Requirement:

- Completed four years-of service in Level 2 Senior Grade.
- Academic Qualifications:
 - Ph.D. in the concerned subject/allied/relevant disciplines.
- Professional Development:
 - Completed two courses / programs annually from among the categories:
 - Refresher Courses / Research Methodology Workshops / Teaching-Learning Evaluation Programs / Faculty Development Program of at least one week duration. or
 - Completed 4 MOOCs courses with e-certification.

Research and Innovation Requirements:

A minimum of 8 research publications in Scopus/SCI indexed or similar journals during the assessment period.

Alternative Criteria:

- Patent Grant or Technology Transfer: Each patent granted or successful technology transfer can substitute for two research publications (maximum substitution allowed: two patents/technology transfers).
- Funded Research Project: Securing a funded research project as PI can substitute for two research publications.

CAS Promotion Criteria:

- The teacher should get Satisfactory or good grade in the APAR for all four years of the assessment period.
- A research score of at least 40, including points for patents and funded projects, as per the institution's guidelines.
- The promotion is recommended by the screening-cum evaluation committee.

20.2. 2 Assistant Professor (Level 3 Selection Grade) to Associate Professor

Eligibility Criteria:

- Service Requirement:
 - Completed four years of service in Level 3 Selection Grade.
- Academic Qualifications:
 - Ph.D. in the concerned subject/allied/relevant disciplines.
- Professional Development:
 - Completed two courses / programs annually from among the categories:
 - Refresher Courses / Research Methodology Workshops / Teaching-Learning Evaluation Programs / Faculty Development Program of at least one week duration, or
 - Completed 5 MOOCs courses with e-certification.

Research and Innovation Requirements:

A minimum of 12 research publications in Scopus/SCI indexed journals during the assessment period.

Alternative Criteria:

- Patent Grants or Technology Transfers: Each patent granted or successful technology transfer can substitute for two research publications (maximum substitution allowed: four patents/technology transfers).
- Startup or Entrepreneurial Contribution: Establishing a registered startup based on the faculty member's research can substitute for one research publication (maximum substitution allowed: two startups).
- Funded Research Projects: Securing a major funded research project as PI can substitute for four research publications.

CAS Promotion Criteria:

- The teacher should get Satisfactory or good grade in the APAR for all four years of the assessment period.
- A research score of at least 60, including points for patents, startups, and funded projects.
- The promotion is recommended by the selection committee.

20.2.3 Associate Professor to Professor

Eligibility Criteria:

- **Service Requirement:** Completed three years of service as an Associate Professor.
- **Academic Qualifications:** Ph.D. in the concerned subject/allied/relevant disciplines.
- **Professional Development:**
 - Completed four courses / programs annually from among the categories:
 - Refresher Courses / Research Methodology Workshops / Teaching-Learning Evaluation Programs / Faculty Development Program of at least one week duration, or
 - Completed 8 MOOCs courses with e-certification.

Research and Innovation Requirements:

A minimum of 14 research publications in Scopus/SCI indexed journals during the assessment period, with at least 4 research papers having an impact factor greater than 3.

Alternative Criteria:

- Patent Grants or Technology Transfers: Each patent granted or successful technology transfer with commercial potential can substitute for two research publications (maximum substitution allowed: six patents / technology transfers).
- Startup or Entrepreneurial Contribution: Establishing or mentoring a successful startup can substitute for one research publication (maximum substitution allowed: two startups).
- Funded Research Projects: Securing two or more major funded research projects as PI can substitute for four research publications.

CAS Promotion Criteria:

- The teacher should get Satisfactory or good grade in the APAR for all three years of the assessment period.
- A research score of at least 100, including contributions from patents, technology transfers, startups, and funded projects.
- The promotion is recommended by the selection committee.

Additional Notes**Definitions:**

- Major Funded Research Project: A project funded by national or international agencies (e.g., DST, AICTE, UGC, ICMR) with a significant grant amount as defined by the institution.
- Patent Granted: A patent officially granted by a national or international patent office.
- Technology Transfer: The process of transferring technology from the institution to industry, resulting in commercialization or significant industry adoption.



- Startup: A registered company founded based on the faculty member's research, contributing to innovation and entrepreneurship.

Professional Development Activities:

- Faculty members are expected to engage in continuous professional development, including attending workshops, conferences, and FDPs, and developing new courses or MOOCs.

No Double Counting:

- Contributions used to meet one eligibility criterion cannot be double-counted for other criteria.



SECTION E: RESEARCH, INNOVATION & CONSULTANCY

21. Research, Innovation, and Consultancy Policy

21.1 Research Publications Policy

Objectives:

- The main objective of Journal Publication is professional context; authors used journal articles to communicate scientific research findings to readers. The major goal is to disseminate scientific knowledge.
- To share new knowledge and discoveries with researchers, practitioners, and the public.
- To contribute to the progress of science, technology, and various fields of study by publishing well-researched and peer-reviewed articles.
- To provide a platform for researchers to validate their work through peer review and gain recognition from their peers
- To facilitate communication and collaboration among researchers and professionals within and across disciplines.
- To support the career development of researchers by providing a record of their scholarly achievements and contributions.

Standard Operating Procedure (SOP):

- Faculty Members are expected to publish the Research Papers as per the target given below.
- Publications in Q1, Q2, Q3, Q4 and Conferences indexed in Scopus database will be considered.
- Publications should include citations as per institute research policy in all Students and faculty journal Publications.
- All the Final Year Engineering UG/PG Projects shall be converted as SCI/Scopus Indexed Publication.
- Progress will be monitored through Quarterly review meeting.

- Research Incentive will be provided as per the table given below.

Target for Faculty members as per their Qualifications are listed below,

S.No	Departments	Faculty Category	Benchmark
1	All Engineering Departments, Physics, Chemistry and MCA	Ph.D Holders	2 SCIE or 1 SCIE and Two Scopus journal or 1 SCIE and Two Scopus Conference.
2	All Engineering Departments, Physics, Chemistry and MCA	Non-Ph.D Holders	1 SCIE or Two Scopus journal or 1 Scopus and 1 WOS Journal or Three Scopus Conference. (Min. 01 Conference as First / Corresponding Author)
3	English, MBA and Maths	Ph.D Holders	Four Scopus Conference. (Min. 02 Conference as First / Corresponding Author)
4	English, MBA and Maths	Non-Ph.D Holders	Three Scopus Conference. (Min. 01 Conference as First / Corresponding Author)

- Publications should include citations as per institute research policy in all Students and faculty journal Publications.
- All the Final Year Engineering UG/PG Projects shall be converted as SCI/Scopus Indexed Publication.
- Progress will be monitored through Quarterly review meetings.
- Research Incentive will be provided as per the table given below.
- Target for Faculty members as per their Qualifications are listed below,

Incentives for Quartile Publications

Faculty Publication Incentives		Incentive Scheme
Q1 Publications	Impact Factor - More than 10	30,000
	More than 5-10	25,000
	First Author / Corresponding	20,000
	Co Author	7,500
Q2 Publications	First Author / Corresponding	15,000
	Co Author	5,000
Q3 Publications	First Author / Corresponding	10,000
	Co Author	4,000
Q4 Publications	First Author / Corresponding	7,500
	Co Author	3,000

21.2 Patent Publication Policy

Objective:

The main objective Patent publications make inventions public knowledge, which can help advance technology and industry.

Standard Operating Procedure:

- Publication of Utility Patent will be considered for PBAS.
- All the Faculty members are expected to publish a minimum 1 patent per year.
- All Minor Projects of Second and Third year shall be converted as Patent.
- All the patents that should be published through the IPM cell will be considered.
- Each Department is advised to identify at least three projects in the second year level to publish the patent and the same may be granted Patent before completion of their third year. The Granted Patents may be converted as Product prototype for Commercialization.

- Each Department is expected to commercialize minimum 1 granted patent per year.
- Departments may commercialize the patent through their start-ups.

21.3 Consultancy Policy

Objective:

One of the main objectives of consultancy Services is to find suitable opportunities for job applicants that deposit their curriculum vitae, resumes and other supporting documents with them.

SoP for Consultancy:

- All the Engineering and Non Engineering Department can undertake industrial consultancy like New Product Development, Product Design, Software and Hardware Design, etc.
- All the Engineering and Non Engineering Department are requested to complete the consultancy project work for a minimum amount of Rs.2 lakhs.
- For any consultancy work/Sponsored Research Project done, the surplus amount will be shared in the ratio of 70:30 between the Employee and Institute. Revenue generated from our students & staff shall not be considered as revenue from consultancy.
- Procedure for claiming the amount by the employee will follow the flow:
 - Facility creation/ Identification of Industry through MoU or Skill Lab
 - Work order received from company/Individual
 - Carry out the Work defined by the Industry/Individual.
 - Submit the Report.
 - Evaluation done by the Industry
 - Sanctioned Amount will be transferred to the Institution.

- Faculty who complete the consultancy work can approach the finance office and confirm the fund transfer.
- Faculty can request to R&D office with Work Order Confirmation, Payment proof, report and photos
- R&D office will evaluate and give their recommendation to Principal
- Approval from Principal and approach office for 70% of fund.

21.4 Sponsored Research Policy

Objective:

The main objective of writing a research proposal is to help the researcher define the contents and plan and execute a research project. It also helps to inform potential collaborators and supporters about the topic, and the proposal can be submitted to agencies for possible funding.

SoP for Research Fund

- All the Departments are expected to get a minimum one fund from Government Agencies per calendar year.
- The Quarterly Awareness program will be conducted to motivate the faculty towards Sponsored Research.
- The Faculty can submit the Project Proposal to the agencies after getting approval from Head/Research of the Institute.
- The Head/Research will constitute an Expert Committee including External expert (if required) to evaluate the proposal. Head /Research will recommend the proposal based on the Evaluation report
- All the Departments are expected to concentrate on Research grants for Organizing Workshop/Seminar/Conference /FDP from the government Agencies.

22. Higher Education / Qualification Upgradation Leave

22.1 Faculty members are sponsored for higher study on deputation under QIP Scheme. One staff member from each department can be sponsored on seniority basis.

22.2 Faculty members can avail study leave for completion of their course and the period will be considered for their experience in this institution.

22.3 Non-Teaching Staff Members are also allowed and sponsored for their higher studies with consideration.

22.4 Eligibility & Procedure: Faculty Members are expected to update their knowledge by attending seminars/workshops/conferences, after obtaining necessary permission from the Principal/Management.



SECTION F: STAFF WELFARE, BENEFITS & ENGAGEMENT



23. Provident Fund Policy

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

24. Staff Welfare Fund and Loan Disbursement Guidelines

24.1 Objective

The Staff Welfare Fund is instituted to provide interest-free financial assistance to both teaching and non-teaching staff members of KRGI, as a measure of institutional care and support during times of need.

24.2 Loan Eligibility and Repayment

- All eligible teaching and non-teaching staff members may avail interest-free loans from the Staff Welfare Fund.
- The loan amount will be deducted from the employee's monthly salary in predefined installments.

Category	Minimum Experience	Maximum Loan Amount	Repayment Tenure
Teaching Staff	≥ 1 year	1 month salary or ₹30,000 (whichever lower)	Up to 4 months
Teaching Staff	> 2 years	2 months' salary or ₹50,000 (whichever lower)	Up to 6 months
Non-Teaching Staff	≥ 1 year	50% of 1-month salary	Up to 2 months
Non-Teaching Staff	> 2 years	1 month salary	Up to 4 months

24.3 Terms and Conditions

- Loan Allocation Ratio: Loans shall be sanctioned in a 6:4 ratio between teaching and non-teaching staff members respectively.
- Fund Availability: All loans are subject to the availability of funds in the Staff Welfare account.
- Loan Disbursement: Sanctioned loan cheques will be issued on the second and fourth Friday of every month.
- Reapplication Criteria:

- Teaching staff may reapply for a loan three months after clearing a previous loan.
- Non-teaching staff may reapply two months after clearing a previous loan.
- Emergency Clause: In exceptional cases or emergencies, the above conditions may be relaxed based on the recommendation of the Principal's Office.

24.4 Administration

- The Staff Welfare Committee shall monitor the operation of the fund and ensure transparency in the processing, approval, and repayment tracking of all loans.
- An annual report on the fund utilization shall be submitted to the Principal for review.

25. Staff Tour, Dinner & Celebrations Policy

25.1 Staff Tour is arranged for all teaching faculty members once in a year.

25.2 Accommodation is provided for teaching staff members at free of cost in hostels.

26. Staff Sports Participation Policy

26.1 Staff sports are conducted during the sports day and the winners are awarded with shields and medals.

26.2 Staff members are allowed to participate in sports events inside and outside the college. The college will sponsor for participation.



SECTION G: ADMINISTRATIVE & FINANCIAL POLICIES

27. Financial Approval Authority & Limits

27.1 The Principal is authorized to approve expenditures up to **₹3,00,000** per transaction. The Principal can approve financial support for the following components:

1. **Faculty Development & Training** – Expenses for faculty attending workshops, seminars, conferences, FDPs, or other professional development programs.
2. **Departmental Consumables** – Purchase of consumables required across departments, including lab materials.
3. **Stationery & Printing** – Official documents, certificates, reports, and departmental stationery.
4. **TA/DA for Staff & Experts** – Travel and daily allowances for faculty, staff, and visiting experts for institutional events or academic programs.
5. **Food & Hospitality for Events** – Catering for seminars, workshops, conferences, guest lectures, or institutional events.
6. **Minor Equipment & Lab Maintenance** – Purchase of minor lab equipment, tools, or urgent maintenance for labs and classrooms.
7. **Institutional Events & Competitions** – Funding for organizing academic, cultural, or technical events at the institutional level.
8. **Research & Consultancy Support** – Support for research projects, publications, and consultancy-related activities.

Note: Expenditures exceeding ₹1,00,000 require prior approval from the Governing Body.

27.2 HoDs are authorized to approve expenditures up to **₹20,000** per year. Approval is limited to emergency or immediate need for the following components:

1. **Departmental Consumables** – Essential materials needed for day-to-day departmental operations.

2. **Stationery** – Minor printing and stationery needs for departmental work.
3. **TA/DA to Non-Teaching Staff** – Travel and daily allowances for departmental staff on official duty.
4. **Food Expenses for Experts** – Catering for guest lectures or short-term academic events at the department level.

Note: Expenditures exceeding ₹20,000 in any of the above categories require prior approval from the Principal.

28. Financial Support for Student Product Development & Research

28.1 Eligibility and Scope

- Applicable to one batch comprising 2–4 students per project per academic year.
- Final-year students are not eligible under this scheme.
- Open to students from First Year to Third Year undergraduate programmes.
- Support is provided for product development, prototyping, research activities, and innovation-oriented outcomes.

28.2 Seed Money for Product Development

- Seed money shall be sanctioned based on scrutiny and approval of the proposed problem statement and expected outcomes by the competent committee.
- Maximum seed money per batch: ₹5,000.
- Maximum number of batches supported: 5 per department per academic year.
- Maximum financial allocation: ₹25,000 per department per academic year.
- Utilization certificate and outcome report are mandatory after completion.

28.3 Financial Support for Research Publication (Per Batch):

A maximum of ₹5,000 or 50% of the registration/publication fee, whichever is less, shall be reimbursed per batch.

Reimbursement is subject to:

- Submission of valid payment proof and publication evidence.
- Approval by the competent authority.

Predatory or non-recognized journals/conferences shall not be considered.

28.4 Student Travel Support – National Flagship Events

(Smart India Hackathon (SIH), AICTE / MoE-approved Challenges, and similar national-level initiatives)

- Travel Allowance: Reimbursement of actual travel expenses or II-Class Sleeper train fare, whichever is applicable.
- No daily allowance (DA) or accommodation charges shall be reimbursed.
- Support is limited to officially selected teams representing the institution.

28.5 Incentive for Winning National / International Contests & Hackathons

- Eligible Institutions: Events conducted by reputed organizations, including NIRF Top-100 Institutions / IITs / NITs / Government-recognized bodies.
- Event Level & Incentive:
 - Winning at National or International Level: ₹10,000 per team.
- Winning certificate and official event documentation are mandatory for claim.

29. Honorarium and Travel Policy for External Resource Persons

29.1 Honorarium:

The honorarium for external experts invited for **Workshops, Seminars, Guest Lectures, and similar academic events** will be determined based on the category of the institution, industry, or professional standing of the resource person:

- **Group A – Senior Experts from Premier Institutions and Industry**

Honorarium: ₹10,000 per session

Applicable for:

- Experts from Centrally funded institutions such as IITs, IISc, NITs
- National Research Laboratories
- Fortune 500 companies (HR and above)
- Institutions with NIRF ranking within top 50

- **Group B – Experienced Academics and Industry Professionals**

Honorarium: ₹7,500 per session

Applicable for:

- Academics at Associate Professor level and above from recognized institutions
- Industry professionals (HR and above)
- Members of Professional Societies such as ISTE, SAE, CSI, IEEE, IETE

- **Group C – Other Resource Persons**

Honorarium: ₹3,500 per session

Applicable for:

- Industry professionals (other than senior ranks)
- Skilled/technical staff with relevant experience

- Alumni of KRGI
- Inter-department or intra-department lectures (external participants only)
- Assistant Professors from other institutions (Ph.D. mandatory)
- Group of Institutions (Ph.D. mandatory)

Note: One session is defined as a **3-hour lecture, workshop, or demonstration**.

29.2 Travelling Allowance

The travelling allowance for the Guest of Workshop, Seminar, Guest Lecture, etc., will be paid as follows,

Group A – Senior Experts

- **Maximum reimbursement:** ₹10,000
- **Modes of travel (pre-approval required):**
 - Flight charges
 - Train (Tier-II)
 - Travel by car @ ₹10/km
 - Travel by bus (as per institutional approval)

Group B – Experienced Academics/Industry Professionals

- **Lump-sum reimbursement:**
 - Within 50 km (Karur district): ₹750
 - Beyond 50 km: ₹10/km

Group C – Other Resource Persons

- **Travel Allowance:**
 - Within 50 km: ₹500
 - Beyond 50 km: ₹7/km (subject to pre-approval and actual travel mode)

Note: Travel allowances are applicable only for external participants. **No TA/DA is provided for internal students or staff.**

29.3 Programme Approval and Compliance

- The **HoD** shall review and validate all proposals, ensuring alignment with **curricular gaps** and **Course Outcomes (CO), Programme Outcomes (PO), and Programme Specific Outcomes (PSO)**.
- The **same resource person or topic should not be repeated** in the subsequent academic year, to encourage diversity and fresh perspectives.



**SECTION H: EMPLOYEE EXIT, RETIREMENT & SERVICE
DISCONTINUATION**

30. Exit Policy: Resignation, Termination & Notice Periods

30.1 Faculty members can get relieved at the end of an academic year with three months notice after completion of 2 years of service in the college.

30.2 In case of resignation during the middle of an academic year he/she has to pay 3 months' salary to the Institution.

30.3 The Designated authority shall have the authority to terminate the services of a member of the staff of the college, for any of the following reason

- Serious misconduct and willful negligence of duty.
- Gross in subordination.
- Physical or mental unfitness, and
- Participation in any criminal offence involving moral turpitude

30.4 In such termination cases, rule 1 will not be applicable and the staff member will not be eligible for any benefit.

30.5 If the management wants to relieve any faculty from the service for reasons other than rule 3, he/she will be given 1 month salary or 1 month notice. In addition he/she will be given 5 days of additional leave to attend a job interview during the notice period.

30.6 The employee shall not be granted any leave except casual leave during the notice period.

31. Retirement and Post-Superannuation Engagement Policy

31.1 The age of superannuation shall be 65 years and the member will be relieved from the services at the end of that academic year.

31.2 KRGI reserves its right to extend the service of a superannuated employee on yearly basis and / or appoint superannuated candidate on contract basis.



Annexure – A

M.KUMARASAMY COLLEGE OF ENGINEERING, KARUR

Calendar Year: 2026

Performance-Based Appraisal System (PBAS)

Sl. No.	Parameter	Condition	Actual Mark	Max. Mark
Part A: Academics (30 Marks)				
A1	Academic Results (Other than Laboratories and Projects) [Average of Subjects] [The academic results score will be zero if the result is less than 75% in any one subject handled during the assessment period]	100%	10	10 (min 2)
		95.0 to 99.9 %	8	
		90.0 to 94.9 %	6	
		80.0 to 89.9 %	4	
		75.0 to 79.9 %	2	
		<75.0 %	0	
A2	Project Guidance - UG / PG (Per Project - End sem project / Other Institutional Projects through courses such as PRBL, TCPR, etc.).	If a project is linked to industry or MoU	1 / 1	...
		If a project is converted to publication/patent	0.5 / 2	
A3	Student Feedback (Average of Subjects)	≥ 95	5	5
		90.0 to 94.9	4	
		80.0 to 89.9	3	
		75.0 to 79.9	2	
		<75.0 %	0	
A4	Innovations / Best Practices in Teaching Learning Process (Based on IQAC Assessment) Write a one-page report – difficulty faced, new methods identified, and improvement in class	Per Innovation	1	2
A5	Online Certification (min 8 weeks) courses (faculty knowledge enhancement, content delivery improvement, and pedagogical competency)	NPTEL, Swayam, and MNC certification courses	2	4 (min 2)
		Other certifications with evaluation score	1	
A6	HoDs Feedback	As per Rubrics	5	5
A7	Online Lecture Series / MOOC Course Developed		Per Course - 5 credits	5
	Creating content via studio recording/uploading on website (10 mins)		Per video uploaded – 1 credit	2
Part B: Student Development (30 Marks)				
S1	Product development by a student	Per product	2	...
	Grant application support for student ideas/project (e.g., EDII, MSME, TNSCST)	Submission	0.25	2
		Granted	2	...
S2	Participation & Awards – Co-curricular & Extra-Curricular.	Participation – Per Certificate (Nat / Int)	0.1 / 0.2	...
		Prize Winning (Top three positions) per prize / group	National – 1, 0.5, 0.25 International – 1.5, 1, 0.5	...
S3	Participation & Awards – Project Competitions / Hackathons / MNC Contests / Innovation Challenges	Participation – Per Certificate (Nat / Int)	0.2/0.4	...

Sl. No.	Parameter	Condition	Actual Mark	Max. Mark
		Prize Winning (Top three positions) per prize/group	National – 2, 1, 0.5 International – 3, 2, 1	...
S4	Language Certification courses	Registration- 0.2, Clearance (Japanese): N5 – 1, N4 - 2, N3 - 3		...
S5	Online Certification (min 1 week) courses	Per Certificate: Global Certification** -3, NPTEL & MNC Certification – 2, Others -1		6
S6	Internship / In-plant Training other than curriculum (min. 14 days) (online internship without stipend not accounted)	With stipend/ without stipend (per student)	1/0.25	...
S7	Special Awards from the Institute and Industry	Per Award	2	...
S8	Students involved in Start-ups/ Entrepreneurship (MoU/Registration in an Incubation Centre / MSME / GST required)	Per Student	2	...
S9	Competitive Examinations (Degree Level) GATE, GRE, TOEFL, GMAT, CAT	Registration – 0.2 / student. Clearance –3 / student		...
S10	Placement	7 lakh and above	3	...
		6 to 6.99 lakhs	2.5	...
		5 to 5.99 lakhs	2	...
		4 to 4.99 lakhs	1.5	...
		3 to 3.99 lakhs	1	...
		2.4 to 2.99 lakhs (Computing) 1.8 to 2.99 lakhs (non-computing)	0.5	...
S11	End Semester Examination Results	100%	2	...
		90%	1	
S12	Membership in Professional Bodies	IEEE/IETE/IEI/ SAE/ ACM, etc (Paid Memberships only)	1/Student	3
S13	Performance in Coding Platform	Refer Annexure I		
S14	Arranging on-campus recruitment (At least One student should have been placed. Approval of Placement Cell & Principal Required (*Applicable for non-computing Branches)	CTC > 3.6 lakhs	Per Company - 4	12
		CTC > 2.4 lakhs	Per Company - 3	
		CTC > 1.8 lakhs*	Per Company - 2	
S15	Alumni Networking			3
	Year of Passing	First 7 Years*	Next 7 Years*	
	Guest Lecture/Mock Interview (1 day)	0.5	0.25	
	Industry Oriented Training/ One credit course	1.5	1	
	Startups/MoU/Centre of Excellence	2	1.5	
* Year of passing classification is based on the inception year of the institution.				
<p>Example: If the institution was established in 2001 and the first batch graduated in 2004, then: First 7 Years = 2004–2010, Next 7 Years = 2011–2017. Adjust the years based on your institution's actual first graduating batch.</p>				

Sl. No.	Parameter	Condition	Actual Mark	Max. Mark
Part C: Research & Development (30 Marks)				
R1	Publications			20
R1.1	Journals (Collaborative publications within the KRGI-1 bonus credit)	Refer Annexure II	Min 10 credits for Ph.D Holders & 6 credits for Non Ph.D	...
R1.2	Conference Proceedings indexed in Scopus	First/Cor Author-1 Co-author -0.5		...
R1.3	Book chapters indexed in Scopus	First/Cor Author-2 Co-author -1		...
R2	Patents & Copyrights			10
R2.1	Patent Published (Institute Name)		each 2	...
R2.2	Patent Granted (Institute Name)		each 5	...
R2.3	Revenue generated from Patent (Rs. 10000)		1	...
R3	Consultancy, Funding & Grants			
R3.1	Research Grant	Applied	0.5 - per proposal	5
		Received	Amount divided by 50K	...
R3.2	Research Project	Submitted to Govt. Agency / Industry	0.5 - per proposal	4
		Submitted with Industry / Institute (INI) partner (Interdisciplinary/ Collaborative Project)	1 - per proposal	
		Fund received from the Govt. Agency / Industry	Amount divided by 1 lakh	...
		Fund Received for Interdisciplinary/ Collaborative Project	2 additional credits	...
R3.4	Funds received for Start-ups (Internal incubation centre preferred)		Amount divided by 1 lakh	5
R3.5	Consultancy Received (bonus 2 credits if revenue > ₹2,00,000)		Amount divided by 10000	...
R4	Citation Impact of published work (For the particular calendar year from Scopus)		1 citation 0.1 (or) h-index growth: +1 credit per 2-point increase	5
R5	Ph.D Guidance/Pursuing PhD			
R5.1	Research Supervisor - Recognition	3 credits (Applicable in the year of recognition)		...
R5.2	Research Scholar - Registration (During Assessment year)	External -1.5 per candidate Internal - 2 per candidate Full Time -3 per candidate		...
R5.3	Research Scholar - Completion (During Assessment year)	Part Time - 4 per candidate Full Time - 5 per candidate		...
R5.4	DC member / Viva Voce Examiners (During Assessment year)	1/ candidate		...
R6	Book Publication			15
R6.1	Tata McGraw-Hill, Pearson, PHI, IEEE press, Wiley, Oxford, Galgotia & Cengage		Author-6, Co-Author – 3	...
R6.2	S.K.Kataria, S.Chand, Khanna, Lakshmi Pvt Ltd, Dhanpat Rai		Author-4, Co-author-2	...
R6.3	Other Books with ISBN (Hardbound)		Author-2, Co-author-1	...

Sl. No.	Parameter	Condition	Actual Mark	Max. Mark
Part D: Institutional Contribution (10 Marks)				
11	Guest Lecture Delivered (Per Day)	NIRF Ranked Institutions and in Professional Society	1.5	3
		Other Institutions	1	
		Inter Department	0.5	
12	Newsletter & Magazine	(like electronics for you)	Each 2 credits	4
13	Events Participations (Refer Annexure III)	Per day-0.25	Industry Training/ Workshops/ Seminar - per day 0.5	4 (min 1)
14	Special Awards and Fellowship from Recognized Institute and Industry	Merit Awards	Each 2 credits	4
15	Membership from a Recognized Professional Body (During Assessment year)		Per Certificate - 1 credit	2
16	Faculty Exchange (Min 1 week) (Outcomes like model, publication, patent: +1 credit)		National - 2 credits, International - 5 credits	5
17	Event Organized (Geo-tagged photograph, short video, Report with HoD & Principal sign)			10
17.1	Community-Based Projects / Community Engagement / NSS / Yoga / Social Tech (STEM awareness camps, Digital literacy)	Per event/activity with report- 2 credit		2
17.2	Organizing an International Conference with Scopus publications	Per Conference - 5 credits		5
17.3	Organizing Events like Symposium, Workshop, Seminar, FDP, and Hackathons without management contribution	Per event – 1 Credit (up to 2 days) Per event – 2 Credit (more than 2 days)		3
17.4	Value Added Courses/Any Training program conducted (min. 35 hrs with 30 stu.)	Per event – 2 Credit		4
17.5	Facilitation Works i.e, Boot Camp, Idea Camp, etc.,	Per event – 2 Credit		4
17.6	Organizing student exchange programs/ industry visits	2 Credit / 0.5 Credit		...
18	Active participation in institutional-level responsibilities such as: <ul style="list-style-type: none"> NIRF, AQAR, NAAC/NBA documentation and data preparation AICTE/Anna University compliance work Roles like Placement Coordinator, Class Advisor Participation in institutional bodies like IIC, YRC, NSS, etc. 	1 credit/activity <ul style="list-style-type: none"> A maximum of 3 members per activity can claim credit. Credit shall be awarded based on the level of contribution and evaluation by the Principal. 		2
19	Collaboration with industry/Institute or Centre of Excellence/Skill Lab (new or sustained)	Centre of Excellence - with funding / without funding	each 5 / each 2	5
		MoU with institutions & industry	each 1	

****Global Certifications:** e.g., AWS, Google Cloud, Microsoft Azure, Cisco, Oracle, Red Hat, etc.

1. Minimum Requirements for Increment and Incentive

Cadre	Academics (30)	Student Affairs (30)	R&D (30)	Institutional Contribution (10)	Increment Min (Total)	Incentive Min (Total)
Professor	≥19	≥15	≥25	≥6	≥65	≥75
Associate Professor	≥19	≥17	≥23	≥6	≥60	≥70
Asst. Prof. (Ph.D)	≥19	≥20	≥16	≥5	≥50	≥60
Asst. Prof. (Non-Ph.D)	≥19	≥22	≥14	≥5	≥45	≥55

*Faculty members with academic results below 75% and no publications will not be considered for an increment or incentive.

2. Promotion & Performance Review Guidelines

Cadre	Promotion Eligibility	Termination Review
Professor	≥80	<50
Associate Professor	≥75	<45
Asst. Prof. (Ph.D)	≥70	<40
Asst. Prof. (Non-Ph.D)	≥65	<30

Performance Review Process

I. Performance Flagging:

Faculty members whose performance scores fall below the defined threshold in the ERP / Appraisal system for the first time in an academic year are flagged for review.

II. First-Year Performance Review & Support:

A Performance Review Committee is constituted to examine the flagged faculty member's case. The process includes:

- The faculty member is invited for a review meeting to discuss their performance.
- They must present supporting documents or justifications for the appraisal scores.
- The committee assesses whether the low performance is justified due to acceptable reasons (such as health, family issues, or role transitions), or reflects a genuine need for improvement.

If the performance is borderline or shows potential for improvement, the committee will provide specific written suggestions and place the faculty member under a Performance Improvement Plan (PIP) for 1 year, with the following provisions:

- A mentor (e.g., HoD or senior professor) will be assigned to support and guide the faculty.
- Regular follow-up reviews (once every three months) will be conducted to track progress and offer additional inputs.
- The faculty is expected to show measurable improvement in the defined areas (academic delivery, student feedback, research contributions, etc.).

III. Second-Year Performance Review (Consecutive Poor Performance):

If, after 1 full year under PIP, the faculty member's performance continues to remain below the threshold in the second consecutive appraisal cycle, the committee will:

- Conduct a final review, examining efforts taken, outcomes achieved, and adherence to the PIP.
- Evaluate whether sufficient support was given and whether the faculty made meaningful progress.

IV. Final Performance Review Outcome:

If satisfactory improvement is not observed after two consecutive review cycles, the Performance Review Committee shall submit its final recommendations to the Principal and Management regarding the faculty member's future engagement with the institution, in accordance with applicable HR policies, ensuring fairness, transparency, and proper documentation.

The final decision shall rest with the Principal and the Management, based on the committee's recommendations and supporting records.

3. Double Incentive Criteria

A double increment may be awarded to faculty members who demonstrate exceptional performance during the specified assessment period.

Cadre	Minimum Total Score
Professor	≥90
Associate Professor	≥85
Asst. Prof. (Ph.D)	≥80
Asst. Prof. (Non-Ph.D)	≥75

Assessment Period

- The performance shall be assessed for the current academic year.

Note:

- The final recommendation for a double increment will be subject to evaluation and approval by the Principal / Management Review Committee, based on the overall contribution and institutional requirements.

4. Fast-Track Promotion Criteria

Fast-track promotion is awarded to faculty who exceed promotion thresholds by 10 or more points consistently and show evidence of future leadership potential.

Cadre	Minimum Score
Assistant Prof. (Non-Ph.D) → Asst. Prof. (Ph.D Track)	≥80
Asst. Prof. (Ph.D) → Associate Prof.	≥85
Associate Prof. → Professor	≥90

- To be reviewed by the Academic Review Board (ARB) and approved by the Principal / Management
- Only if merit is demonstrably higher than peers.

ANNEXURE I - PERFORMANCE IN CODING PLATFORM

	(Average Programs of all the students)		
	Achievement of Skill Rack Target	Computing	
500to1000		1001to1500	1credit/2credit
1501to2000		above2000	3credit/4credit
Non-Computing			
500to1000		1001to1500	2credit/3credit
1501to2000		above2000	4credit/5credit
Hacker Rank (Average score of all the students/ languages)	Computing		
	5000 to 10000	>10000	2 credit / 3 credit
	Non-Computing		
	3000 to 5000	>5000	2 credit /3 credit
CODECHEF (Average of all students)	Computing		
	1 ☆ / 2 ☆ / 3 ☆ / ≥4☆	0.5 / 1 / 2 / 3 credits	
	Non-Computing		
	1 ☆ / 2 ☆ / 3 ☆ / ≥4☆	1 / 2 / 3 / 4 credits	
Github Score (Average of all students)	300 to 500 / 501 to 1000 / >1000		1 / 1.5 / 2 credits

* Department Average alone applicable for HoDs. No mentees need to be allocated to HoDs

** Credits shall be shared equally between the mentor & the course instructor, if any

ANNEXURE II – JOURNAL PUBLICATIONS

Quartiles Parameters	First Author/ Corresponding Author	Co-Author
Q1	7	4
Q2	6	3
Q3	4	2
Q4	3	1.5

ANNEXURE III - INSTRUCTIONS

- Value-added/ Add-on courses /Hands-on Training have to be assessed properly, and a certificate has to be given to all the students. A maximum of two faculties can combine to run the course for 35 students.
- Faculty members are allowed to participate in conferences /workshops/seminars/FDPs organized by institutes ranked in NIRF 2024 and the events sponsored by government agencies like UGC/ DRDO/ ISRO/ AICTE/ CSIR/ DST/ DBT/ DSIR/ ICMR/Anna University/ NITTTR.

- For any consultancy work/Sponsored Research Project done, the surplus amount will be shared in the ratio of 70:30 between the Employee and the Institute. Revenue generated from our students & staff shall not be considered as revenue from consultancy.
- The performance appraisal system is subject to change at any time based on requirements.
- The activities that are significantly contributing to the growth of the institution but not covered in the above criterion shall be placed before the appraisal committee, and the same will be evaluated and awarded with a maximum bonus point of 7 credits based on the committee's / principal's recommendation.
- One Paper – One Author – One Claim
- Co-author is applicable if only the First / Corresponding author is from another institute. In case of an internal scholar & supervisor, the first /corresponding author credit may be shared equally between them.
- Non-computing faculty members who complete NPTEL certification courses of a minimum of 8 weeks in the computing domain will earn 4 credits, with a maximum of 10 credits under online certification.