



# **Kumaraguru College of Technology**

**Coimbatore - 641049**

## **HR Policy**

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# **KUMARAGURU COLLEGE OF TECHNOLOGY**

## **Coimbatore – 641 006**

### **HUMAN RESOURCES POLICY-2021**

#### **1. About the Institution**

Kumaraguru College of Technology (KCT), Coimbatore is a private Engineering College started in 1984 under the auspices of Ramanandha Adigalar Foundation, a charitable educational trust of the Sakthi Group. Situated in a sprawling 156-acre campus abetting the IT corridor of Coimbatore, KCT is an autonomous institution affiliated to the Anna University, Chennai and approved by All India Council for Technical Education (AICTE). KCT has been accredited by National Assessment and Accreditation Council (NAAC) with Grade 'A' and all the eligible UG programs have also been accredited by National Board of Accreditation (NBA). This college is governed by a Governing Council.

#### **1.1 VISION:**

The vision of the college is to become a technical university of International Standards through continuous improvement.

#### **1.2 MISSION:**

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

#### **1.3 QUALITY POLICY:**

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

- Involvement at all levels
- Continuous Up-gradation of facilities
- Invest in building human capital
- Strive for Continuous Improvement.

## 2. Recruitment:

The Recruitment Manual of the Institution provides the framework, processes and systems that facilitates merit-based recruitment of academic and academic support staff as per the norms mandated by such as AICTE, UGC and Affiliation norms.

### a) Cadre Structure for Teaching Staff as per AICTE norms:

LEVEL	CADRE
1	Principal
2	Professor
3	Associate Professor
4	Assistant Professor III
5	Assistant Professor II
6	Assistant Professor I
7	Director of Physical Education
	Librarian

## 3. Policy Governing Employment

The **Letter of Appointment** issued to every employee contains the **Terms and Conditions of Employment\***.

(\* Annexure 1)

The terms and conditions of employment cover the following.

- a) Date of commencement of services
- b) Role and assigned duties
- c) Probation and confirmation in services
- d) Voluntary separation from services
- e) Conditions governing compulsory relieving from the services
- f) Separation process
- g) Workplace norms

## 4. Code of Conduct

The **Code of Conduct policy**<sup>#</sup> covers mandatory workplace behavior and desirable practices. The policy also covers actions and behaviors that constitute violation of defined and established Norms. The disciplinary process and procedures that will apply for such violations are also covered.

(# Annexure 2)

## 5. Probation Policy

The **Probation policy**\*\* of the Institution covers the scope and applicability of the probation period and the process for confirmation  
(\* *Annexure 3*)

## 6. Performance Management

Performance Management in the Institution is guided by the **Performance Appraisal and Development System (PADS)** that covers all staff of the Institution. A rigorous process of Goal Setting and Periodic Reviews that involve a three tier model comprising of Assessment by Self, Head of Department and Institutional Leadership is enabled through a custom designed system. The outcomes of this elaborate process contribute to Performance Ratings that guide decisions on salary revisions, rewards and recognition, development opportunities and readiness to assume higher responsibilities.

## 7. Career Advancement

The **Promotion Policy**## of the institution details the Career ladder, Performance and other indicators that enable career growth.  
(## *Annexure 4*)

## 8. Staff Welfare

### **Statutory: EPF, ESI and Gratuity:**

The Institution has implemented the Employee Provident Fund (EPF), Employee State Insurance (ESI) and Gratuity as per the respective acts.

### **Other:**

The Institution has additionally provided for Health Insurance including Hospitalization and Group Accident policy.

The Institution offers facilities on campus that include –

- Medical Centre headed by qualified medical practitioners
- Transport Facility
- Fitness Centre – KRAFT
- Meditation Centre – Gnanasabai
- Staff Quarters
- Subsidized dining – KORE, East KORE, Campus Dining
- Cafeterias across campus for informal collaboration and networking

## 9. Work Schedule, Timings and Leave

The work schedule and the holiday calendar will be declared through the Academic Calendar at the beginning of the academic semester by the Head of the Institution.

The second and fourth Saturday of every calendar month and all Sundays will be observed as non-working days by all Teaching and Administration staff. Academic support staff will observe every second Saturday of every calendar month as a non-working day.

In the event of any exigencies the Institution may declare a non-working day / holiday as a working day. In such case a compensatory off will be declared by the Head of the Institution.

The Institution will observe the following timings

Sl. No	Category	Timings
1	Teaching Staff	08:30 to 04:30 PM
2	Academic Support Staff	08:30 to 05:30 PM
3	Administration Staff	08:30 to 05:00 PM

During the mandated work hours adequate time is provided for Lunch and small breaks.

Any deviations to the above will be require prior written approval. All requests for deviations will be forwarded by the concerned department Head and approved by the Head of the Institution / Management.

The institution may allow flexibility in the working timings based on a case to case basis by the head of the Institution, however fulfilling minimum mandated hours of work and adhering to the policies of the institution governing employment.

### Permissions for coming late or leaving earlier

- i. Total two permission for all Staffs for coming one hour late or leaving one hour early will be permitted in a month.
- ii. Extra Permission will be treated as Casual Leave for ½ a day.
- iii. If no CL is available then it will be LOP.

## 10. Leave Rules

The **Leave Policy**<sup>^</sup> of the institution details the leaves eligible for the staff.  
(<sup>^</sup> Annexure 5)