



CHRIST THE KING ENGINEERING COLLEGE

Karamadai, Coimbatore - 641104

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

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**STANDARD POLICES AND PROCEDURE MANUAL FOR HUMAN
RESOURCES, ACADEMICS & NON ACADEMIC ACTIVITIES
(REVISED- 05th AUGUST, 2022)**

CHAPTER	CONTENT	PAGE NO.
CHAPTER -I		
1.1	Introduction	01
1.2	Vision	02
1.3	Mission	02
1.4	Quality Policy	02
1.5	Governing Council	02
1.6	E-Governance Policy	04
1.7	Financial Management and Resource Mobilization Policy	05
CHAPTER -II		
2	Recruitment and Selection Policy	08
2.1	Staff Classification of Employees	08
2.2	Selection and Appointment	10
2.2.1	Eligibility Criteria for Teaching Positions	10
2.3	Eligibility Criteria for Non-Teaching Positions	13
2.4	Counting of Past Experience for Appointment / Promotion	16
2.5	Selection of Teaching and Non-Teaching Employees mode of Selection of Regular Faculty	17
2.6	Composition of Selection Committee	20
2.7	Selection of Technical / Non-Teaching / Administrative Staff	20
CHAPTER -III		
3.1	Performance Based Appraisal System	26
3.2	Faculty Appraisal and Annual Increment	29
3.3	Non- Teaching Staff Performance Appraisal System	30
3.4	Promotion Policy	30
3.5	Transfers	31
3.6	Retirement	32
3.7	Resignation of Service	32
3.8	Abandonment of Service	34
3.9	Termination of Service	34
CHAPTER -IV		
4.1	Duties and Responsibilities	35
4.2	Major Functions and Responsibilities of Governing Council	35
4.3	Functions and Responsibilities of the Governing Council	36

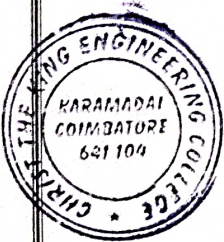
**CHAPTER - 2
RECRUITMENT AND SELECTION POLICY**

2.1 Staff Classification of Employees

An "Employee" shall be classified as:

Teaching	Administrative	Non-Teaching
<ul style="list-style-type: none">• Permanent• Probationer• Temporary• Part-Time• Visiting• On-Contract• Guest Faculty• Adjunct Faculty	<ul style="list-style-type: none">• Permanent• Probationer• Temporary• Part-Time• On-Contract	<ul style="list-style-type: none">• Permanent• Probationer• Temporary• Part-Time• On-Contract• Casual• Substitute

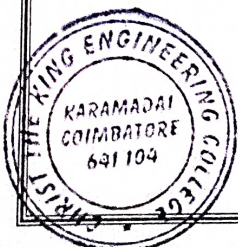
- "Permanent" employee means one who has completed the specified period of probation or the extended period of probation satisfactorily, and been given the confirmation of probation in writing by the Appointing Authority.
- "Probationer" employee means one who is appointed on probation generally for 2 years (probation period) but not given the confirmation of probation in writing by the Appointing Authority.
- "Temporary" employee is an employee who has been engaged for a specific work, which is likely to be completed within a limited period, generally the work period lasting less than 12 months. The persons so engaged do not expect continuity in the work relationship with the employer and will not have any right to claim either a permanent or a temporary post which may arise in future.





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- “Part-time” employee means working less than a full-time job, either by working fewer hours in a day or fewer days per week. Persons engaged for part-time work have less responsibilities and the work period lasting less than 6 months.
- “Visiting” faculty means a faculty who is regularly employed at another Institution being engaged for teaching / research work by invitation for a certain period, generally for an academic year.
- “Adjunct” faculty means a faculty with a high profile, who is unlikely to be in the payroll of the Institute, but offers his/her services free. For instance, he/she may continue to supervise Ph.D. students upon retirement or offer other services of his/her expertise to the Institute pro-bono.
- “Guest” faculty means a faculty who is invited to teach course(s) for a specific period in which the work period lasting for a series of lectures. Based on their performance, the Institute shall appoint them as permanent faculty if they met the eligibility criteria.
- “On-Contract” employee (faculty / technical staff) means a person appointed on contractual employment for a certain period, generally for two academic years. The term of contract shall be extended only once for one or two more years based on the performance.
- “Casual” employee is one who is employed on a day-to-day basis work on daily wages. It refers to a situation in which an employee only has guaranteed work when it is needed and there is no expectation that there will be more work in the future.
- “Substitute” employee is one who is engaged in the place of a permanent employee who is temporarily on leave.

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2.2 Selection and Appointment

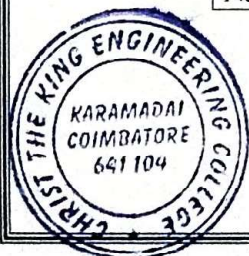
Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made by the Selection Committee based on the vacancy positions in various departments. Vacancy Position / Posts required for each department concerned will be approved by the Chairman, based on the recommendations given by the HoD and Principal as per the needs of each department satisfying the norms of Affiliating University / AICTE / UGC.

Recruitment of employees shall be made from one or more of the following sources:

- a. Direct recruitment from outside through open advertisement in the Press / College Website prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
- b. Promotion of existing employees from the lower cadres as per promotion policy.
- c. From any other source as determined by the Appointing Authority.
- d. Recruitment is normally done twice in a year during April / May and November / December.

2.2.1 ELIGIBILITY CRITERIA FOR TEACHING POSITIONS Assistant Professor (Cadre I – Entry Level)

Qualification	Experience
For Engineering / Technology: First Class Master Degree in Engineering / Technology in relevant branch	Fresh Appointment, experience is not required. Having valid GATE score is preferable.
For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Valid score in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.	



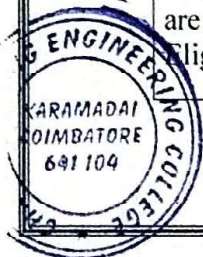
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Assistant Professor (Cadre II – Senior Scale)

Qualification	Experience
<p>For Engineering and Technology: First Class Master Degree in Engineering / Technology in relevant branch.</p>	<p>3 years of experience at Assistant Professor level.</p> <p>One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p> <p>Valid GATE Score is preferable.</p>
<p>For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Qualified in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.</p>	<p>3 years of experience at Assistant Professor level.</p> <p>One publication in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p>

Assistant Professor (Cadre III – Selection Grade)

Qualification	Experience
<p>For Engineering and Technology: First Class Master Degree in Engineering / Technology in relevant branch.</p>	<p>5 years of experience at Assistant Professor level.</p> <p>Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p> <p>Valid GATE Score is preferable.</p>
<p>For Science and Humanities: First Class M. Sc. / M. A. / M. Phil. in the relevant subject. Qualified in SET or NET is mandatory. Ph.D. is desirable. Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.</p>	<p>5 years of experience at Assistant Professor level.</p> <p>Two publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably in SCI / SCIE).</p>



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Associate Professor

Qualification	Experience
<p>For Engineering and Technology: Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree(or both) in Engineering / Technology in relevant branch.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>
<p>For Science and Humanities: Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p>	<p>8 years of experience in teaching / research / industry out of which at least 2 years shall be post Ph.D. experience.</p> <p>Six publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 3 publications in SCI / SCIE).</p>

Professor

Qualification	Experience
<p>For Engineering and Technology: Ph.D. is essential.</p> <p>First Class at Bachelor's or Master's Degree(or both) in Engineering / Technology in relevant branch.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>
<p>For Science and Humanities: Ph.D. is essential.</p> <p>First Class M. Sc. / M. A. / M. Phil. in the relevant subject.</p>	<p>10 years of experience in teaching / research / industry out of which at least 3 years of experience at Associate Professor level.</p> <p>Ten publications in the reputed, peer reviewed SCI / SCIE / UGC / AICTE approved list of journals. (Preferably 4 publications in SCI / SCIE).</p>

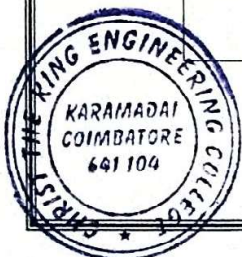


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2.3 Eligibility Criteria for Non-Teaching Positions

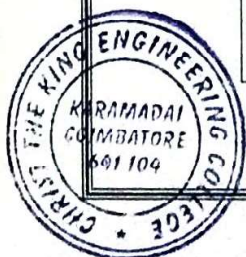
Administrative / Technical / Non-Teaching Staff Recruitment

Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
Administrative Staff		
1.	Finance Officer	<ul style="list-style-type: none"> UG / PG qualification in Commerce / Finance / Accounting / Business Administration / related discipline Having working knowledge and skills in Computer Applications / Tally / Financial Software 15 years of experience in a College setup
2.	Superintendent	<ul style="list-style-type: none"> Bachelor Degree in Arts or Science or Commerce Having working Knowledge and skills in Computer operations – MS Office 10 years of experience in a College setup
3.	Accountant	<ul style="list-style-type: none"> Bachelor Degree in Commerce Having working knowledge in computer applications - Tally Knowledge of account maintenance
4.	Junior Assistant	<ul style="list-style-type: none"> Bachelor Degree in Arts or Science or Commerce Having basic knowledge in Computer operations
5.	Assistant	<ul style="list-style-type: none"> Bachelor Degree in Arts or Science or Commerce Having basic knowledge in Computer operations – MS Office 5 years of experience as Junior Assistant
6.	Senior Assistant	<ul style="list-style-type: none"> Bachelor Degree in Arts or Science or Commerce Having basic knowledge in Computer operations – MS Office 5 years of experience as Assistant



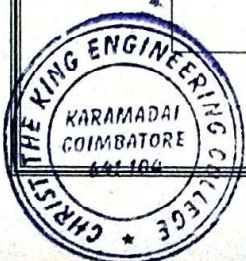

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Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
7.	Typist	<ul style="list-style-type: none"> • Bachelor Degree in Arts or Science or Commerce • Having basic knowledge in Computer operations – MS Office
8.	Clerk	<ul style="list-style-type: none"> • Pass in Higher Secondary Examination
9.	Attender	<ul style="list-style-type: none"> • S.S.L.C. Pass
Technical Staff		
1.	Assistant Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • One year of experience is preferable
2.	Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • Three years of experience is essential
3.	Senior Technician	<ul style="list-style-type: none"> • Engineering Diploma / B.Sc. / BCA / ITI from Government recognized institutes in the respective field • 8 years of experience, out of which 5 years at level of Technician
4.	Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 3 years of experience as Technician
5.	Senior Instructor	<ul style="list-style-type: none"> • A three year Engineering Diploma in concerned branch of study • 8 years of experience, out of which 5 years at level of Instructor
6.	System Administrator	<ul style="list-style-type: none"> • Bachelor Degree in Engineering in the appropriate branch / MCA • Having working knowledge and skills in computer maintenance and networking
7.	Computer Operator	<ul style="list-style-type: none"> • Bachelor Degree in Computer Science or • A three year Polytechnic Engineering Diploma in Computer Science / Computer Applications / Computer Technology




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Sl. No.	Name of the Post	Qualification Prescribed (Entry Level)
8.	Language Trainer	<ul style="list-style-type: none"> Any Bachelor / Master Degree in Language with good Articulation BEC Higher Two years of experience
9.	Conceptual Learning Trainer	<ul style="list-style-type: none"> M. E. / M. Tech.
10.	Aptitude Trainer	<ul style="list-style-type: none"> Any Bachelor / Master Degree Engineering Degree is preferable
Library Staff		
11.	Assistant Librarian	<ul style="list-style-type: none"> MLIS / M.Phil. / M.Sc. (Information Science) / Equivalent Professional Degree Knowledge of computerisation of Library Qualified in SET or NET is mandatory Ph.D. is desirable Candidates having Ph.D. degree are exempted from State Level and National Level Eligibility Tests.
12.	Librarian	<ul style="list-style-type: none"> MLIS / M. Phil. / M.Sc. (Information Science) Ph.D. is essential 5 years' experience at the level of Assistant Librarian
13.	Library Assistant	<ul style="list-style-type: none"> A pass in Higher Secondary Examination A certificate course in Library & Information Science
Physical Education Staff		
14.	Physical Education Director	<ul style="list-style-type: none"> M.P.Ed. / Masters in Sports Science / Equivalent Degree from a recognized University / Institute Ph.D. is essential Record of having represented the University / Institute in the Inter-University / Inter-Collegiate competitions / State and/or National Championships At least 5 years of experience in College or University



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2.4 Counting of Past Experience for Appointment / Promotion

Continuous experience of more than one year and above alone will be considered for counting as past experience.

Experience	Counted as
Experience after qualifying M. E. / M. Tech. or M. A. / M. Sc. / M.Phil.	PG Level
	Industrial Experience - Full experience
	Universities - Full experience
	Engineering Colleges – Full Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	Full time Research Associate / Post - Doctoral Fellow – Full Experience
	Previous Teaching experience (before Ph.D.) – Full experience
	Defence Experience – 25 percent of Actual experience under non relevant area; 100 percent of Actual experience in relevant area
Experience after Qualifying B. E. / B.Tech. / B. A. / B. Sc.	UG Level
	Industrial Experience - Half of the actual Experience
	Engineering Colleges – Half of the actual Experience
	Polytechnic College – Half of the actual Experience
	Arts Colleges - Half of the actual Experience
	School experience will not be considered.

Note:

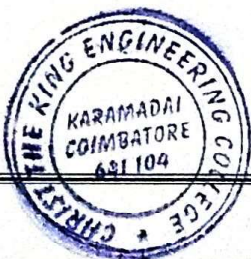
While calculating the total past experience for salary fixation, a total of 6 months and above will be treated as one year while a period less than 6 months is not taken into account.



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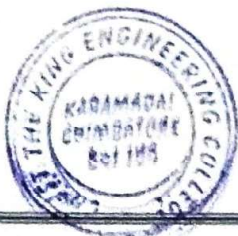
2.5 Selection of Teaching and Non-Teaching Employees mode of Selection of Regular Faculty


- Direct recruitment to all cadres is based strictly on merit.
- Minimum qualification stipulated by AICTE shall be adopted only if candidates with higher qualification are not available.
- The Institute shall have a strong policy of recruiting candidates with Ph.D. degree for all teaching positions.
- If Ph.D. qualified candidates are not available for a programme, candidates with qualification prescribed by UGC / AICTE shall be recruited.
- Such recruited candidates shall register for Ph.D. within one year of joining. If they fail to register for Ph.D., they shall not be allowed to continue in service beyond 2 years.
- Such candidates have to complete the Ph.D. degree in a maximum period of 7 years from the date of joining. In exceptional cases an extension of one year shall be granted.
- In all the cases, the following procedures are to be followed:
 - At the end of each semester, the HoDs review the faculty position in their departments and prepare a manpower requirement list.
 - The manpower requirement list is presented to the Principal and the Principal discusses the requirement in the HoD's meeting and finalize the list.
 - The manpower requirement list is forwarded to the Chairman for approval. After the Chairman's approval, advertisements can be released in the leading newspapers / College Website




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- The applications received (should contain photocopy of mark sheets from Xth Std. onwards) are duly scrutinized by the screening committee of the respective Department.
- Candidates should have 65 percent of marks or 6.5 CGPA in UG & PG and 60 percent marks in HSE / Diploma shall only be short listed. In extra-ordinary situation, if the candidate is found to be efficient and also non-availability of suitable candidates in certain branches, special permission may be given to such candidate in consultation with Chairman / Selection Committee.
- Letter of intimation is to be sent by the Principal to the members of the Selection committee for conducting the Selection Process.
- Short listed applicants are intimated to attend a written test, 15 minutes of classroom teaching demonstration and screening by interview on a specified date and time.
- The choice is made by the Selection Committee after interviewing the eligible candidates.
- The Selection Committee finalizes the selection of candidates based on written test, teaching demonstration, interview performance and the decision is intimated to the Chairman for further action to get the approval from the Governing Council.
- The selected candidates will be given the provisional offer of appointment by the Principal.
- The selected candidates are required to fill in the Joining Report which is signed by their respective HoD and the Principal in the prescribed format along with the following enclosures:
 - a. Certificate of physical fitness issued by a Medical Practitioner or the hospital approved by the Management, as required.
 - b. Relieving letter from the previous employer, if any.




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- c. Evidence of date of Birth / Proof of age
- d. One set of copies of the SSLC / HSC / Diploma / UG / PG / M.Phil. / Ph.D. certificates duly self-attested and experience certificates (if any or claimed)
- e. Originals of the above certificates are to be produced for verification.
- f. Three copies of the candidate's colour photograph.
- g. Copy of PAN Card and Aadhaar Card.
- h. Any other documents specified by the Management.

Evidence of date of Birth / Proof of Age:

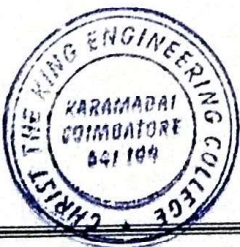
Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- a. Certified extract from Register of Birth and Deaths
- b. Secondary School Leaving Certificate
- c. Matriculation Certificate
- d. Any other document acceptable to the Management

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of employee for all purposes including appointment and retirement.

Note:

The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Resource available". As and when required and depending on emergency / exigency situations, ad-hoc appointments can be made on contract basis for specified period.




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2.6 Composition of Selection Committee:

- Every regular recruitment Selection Committee for selection of teaching staff shall consist of the following members:
 - e. Chairman or his nominee
 - f. The Principal
 - g. External two subject experts (Professor / Associate Professor Level) nominated by the Academic Council
 - h. The concerned Head of the Department
- The meetings of the Selection Committee shall be convened by the Chairman of the Selection Committee.
- Four members of the Selection Committee shall form the quorum including the Chairman or his nominee
- If the Chairman is unable to accept the recommendations of the Selection Committee, the reasons shall be recorded.

2.7 Selection of Technical / Non-Teaching / Administrative Staff

- For recruitment of administrative / technical / non-teaching staff, advertisements shall be issued in leading dailies and also put up in the Website of the Institute indicating the qualifications, experience and scale of pay prescribed.
- Applications received by the Institute for administrative posts shall be scrutinized and short-listed by the Office of the Principal taking into consideration of qualification, previous experience and knowledge in administration and for the technical posts, the applications received by the Institute shall be short-listed by a committee consisting of the Administrator, the HoD of the concerned department and two senior faculty of the concerned department.



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- All short-listed applicants shall be called for personal interview before a selection committee constituted by the Chairman for the purpose.

The selection Committee shall consist of the following members:

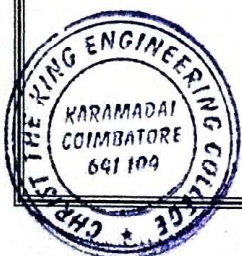
- Chairman or his nominee
 - The Principal
 - A senior teaching faculty nominated by Principal
 - The concerned Head of the Department
- The number of administrative staff is as sanctioned by the Governing Council, taking into account of the administrative workload of the Institute.
 - The number of technical staff depends upon the need in each department on the basis of the recommendation of the HoD concerned and is as sanctioned by the Governing Council.

Scale of Pay for Teaching Faculty

A teaching faculty shall be appointed in accordance with the existing UGC /AICTE / Affiliating University norms. This does not include the faculty appointed on deputation / ad-hoc / on-contract / temporary basis. The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the UGC / AICTE from time to time.

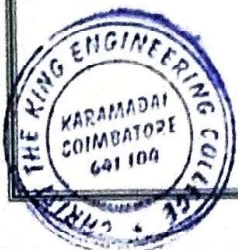
Note:


- Pay for the selected candidates shall be fixed by the Selection Committee as per the AICTE norms for the respective post and as approved by the Governing Council based upon the qualification and experience of the candidate and other achievements.
- For all regular employees recruited, the selection committee shall fix the order of seniority based on the merit of the candidate selected, otherwise the seniority shall be fixed as per the date of joining for duty in the Institute.



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- c. Higher Pay for exceptionally meritorious and well experienced candidates will be fixed by the Selection Committee subject to the approval of the Chairman.
- d. Three increments will be given at the entry level of Assistant Professor for candidates with Ph.D. For the existing faculty members, two increments will be given at the Assistant Professor level when they complete Ph.D. degree during their service.
- e. For all the regular teaching faculty / non-teaching staff, the management approved DA is applicable after the Grade Pay. The Dearness Allowance will be fixed on 1st July of every year.
- f. Faculty who are submitting their highest degree / provisional certificate (Ph.D.) will become eligible for the appropriate salary to the post specified with effect from the date of submission of their qualifying certificate.
- g. Annual increment of 3 percent of (Basic + Grade Pay) will be given for all the regular teaching faculty / non-teaching staff as per the terms stated in the appointment order.
- h. It shall be incumbent upon every employee to furnish a correct and complete bio-data to the Appointing authority as required by the Management for the purpose of records and also thereafter promptly notify in writing any subsequent changes in the particulars of the bio-data. However, any false information in the particulars given in the bio-data either at the time of appointment, or subsequently, may render the appointment null and void.
- i. Every person appointed shall be certified to be of sound mental and physical health for service by a medical authority as specified from time to time. During the tenure of employment, the Management may at any time require an employee to be examined by a Medical officer of the Hospital approved by the Management. If on such an examination, the employee is found to be suffering from any disease or complaint that is infectious or of an objectionable nature, which continuously or frequently interfere with the employee's normal duties or with the health of other employees, the Management may terminate his / her services.




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Scale of Pay for Non-Teaching Staff

A non-teaching staff (administrative and technical) shall be appointed in accordance with the norms as approved by the Governing Council. This does not include the staff appointed on ad-hoc / on-contract / temporary basis. The pay scales of the regular non-teaching staff shall be fixed by the Selection Committee as per the scales ordained by the Governing Council from time to time.

Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the Management with the approval of the Governing Council from time to time for all regular employees.

Probation

- All employees irrespective of their cadre will be on probation for a period of two years when they are recruited for the posts. During the period of probation, the employee will be assessed on their performance. The status of employment will be confirmed after the successful completion of probationary period.
- Deficiencies in the performance will be notified to the employee concerned and he / she will be advised suitably by their respective HoDs to correct the same. If, in spite of the advice to improve his / her performance, he / she continues to be deficient in his / her work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- Recommendation for extension of probation / confirmation of an employee shall be approved by the Principal and Chairman of the Institute. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.



[Signature]
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- The extension of the probation period shall be to the maximum extent of six months. If the employee does not reach the expectation even at the end of the extended period of probation, his / her appointment will be terminated or reverted to the post held prior to the promotion by the Management.

Timings for Attendance

Session	Timing
Morning	Before 08.30 a.m. (For Teaching / Non-Teaching Staff)
	Before 07.00 a.m. (For House Keeping Staff)
Evening	After 4.00 p.m. (For Teaching Staff)
	After 05.15 p.m. (For Non-Teaching Staff)

All staff members are required to sign the attendance in the registers and mark attendance in the Bio Metrics provided at the Institute Office every morning and evening when they come in and go out. On late arrival, he / she is required to sign the late attendance register and note the time of arrival. A maximum of two late entries in a month are allowed. Thereafter, half-a-day casual leave will be deducted for every subsequent late arrival.

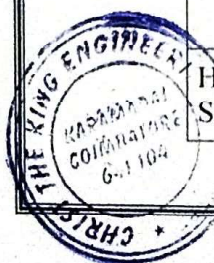
Working Hours

The working hours for each category of employees are given below: (as decided from time to time)

Category	From	To	Lunch Break	Weekly Off
Teaching Staff	08.30 a.m.	04.00 p.m.	12.00 p.m. – 12.30 p.m.	Second Saturday and Sunday
Non-Teaching Staff	08.30 a.m.	04.00 p.m.	01.00 p.m. – 01.30 p.m.	Second Saturday & Sunday
Administrative Staff	08.30 a.m.	04.00 p.m.	01.00 p.m. – 01.30 p.m.	Sunday

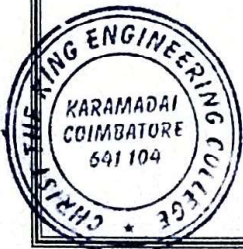
Category	From	To	Lunch Break	Weekly Off
House Keeping Staff	07.00 a.m.	05.00 p.m.	01.15 p.m. – 02.00 p.m.	Sunday

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Lab Attenders	08.30 a.m.	04.00 p.m.	01.00 p.m. – 01.30 p.m.	Second Saturday & Sunday
Admin. Office Attenders	08.00 a.m.	05.00 p.m.	01.00 p.m. – 01.30 p.m.	Sunday

Depending upon the exigencies of the work, the faculty / staff members concerned are expected to be available beyond the office hours indicated above.



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