

# KINGS

## ENGINEERING COLLEGE

**An Autonomous Institution**

**Affiliated to Anna University, Chennai**



## RECRUITMENT POLICY

As per the Approval of Governing Council  
(Updated in 2025)

## **PREFACE**

Kings Engineering College is committed to improve Core competence and Ethical balance of mind in the students and to make them the most sought after technocrats who would significantly contribute to the evolution of such knowledge based society in our country.

### **1. HUMAN RESOURCE PLANNING**

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- He will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein
- The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
- He will appoint a selection committee for recruitment in each discipline, comprising the HOD, one senior staff member and the Department's Advisors/Experts.

#### **1.1. Recruitment of Faculty Members**

- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - (i) Advertisement in the Newspapers or Job portals.
  - (ii) Files maintained for storing the unsolicited applications
  - (iii) Campus recruitment
- The committee may also conduct Walk in Interviews for augmenting the required candidates, if required.
- The committee shall short list the candidates in the following processes:
  - (i) Personal Interviews
  - (ii) Aptitude tests, including class room demonstrations
- Selection Committee constituted as per AICTE /University norms
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman who in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal in the Form 1 appended to this manual.

### Cadre structure for Teaching Staff:

- i. Principal
- ii. Professors
- iii. Associate Professors
- iv. Assistant Professor

### 1.2 Teaching Staff Qualifications

- Faculties are recruited based on the qualifications prescribed by the AICTE
- AICTE Norms for the Technical Institutions as per Notification F.No.91-1/RIFD/7th CPC/2016-17 for Engineering & Technology and MBA program.

#### Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts Degree Level Technical Institutions (BE./B.Tech.)

S. No	Cadre	Qualifications	Experience
1.	<b>Assistant Professor</b>	B. E. / B. Tech. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.  OR B.Sc., M.Sc., and Ph.D. in the relevant discipline with First Class equivalent in any one of the degrees /NET / SET / SLET in the same stream.	0 to 5 Years
2.	<b>Associate Professor</b>	Ph.D. degree in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	A minimum of 8 years of experience in teaching/research/industry is required, including at least 2 years post-Ph.D. experience.
3.	<b>Professor</b>	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an

		journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.  OR  At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.	Associate Professor.
4.	<b>Principal / Head of the Institute</b>	Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.  At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research / industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

### 1.3 Composition of Selection Committee

The Selection Committee would be constituted with the following members

- (i) Chairman / Managing Director
- (ii) Principal
- (iii) Head of the Department concerned
- (iv) Expert Member

### 1.4 Recruitment of Non – Teaching Staff

<b>Cadre / Position</b>	<b>Description</b>
Administrative Staff	Administrative Officer / Manager / Accountant / Cashier / System Administrator / Data Entry Operator / Hostel Supervisor / Store In-Charge
Supporting Staff	Physical Education, Librarian, Assistant Librarian / Senior Assistant / Steno / Computer Programmer
Junior Staff	Junior Assistant / Data Entry Operator / Housekeeping Supervisor /
Technical Staff	Laboratory Assistant / Laboratory Technician
General Staff	Works Supervisor / Electrician / Mechanic / Welder / Plumber / Driver

### 1.5. Qualifications for Non-Teaching Staff

<b>Position / Cadre</b>	<b>Required Qualification</b>	<b>Preferred Experience</b>
Administrative Officer	Master's Degree from a recognized university in fields such as	Minimum 15 years of administrative experience,

	Education, Law, Literature, Commerce, Business, or Management	preferably in an academic institution with computer proficiency
Accountant	Bachelor's or Master's Degree in Commerce, ICWAI, ACS, or related qualification	At least 10 years of experience in finance/accounts with budgeting knowledge and computer skills
System Administrator	Bachelor's Degree or Diploma with knowledge in Hardware, Networking, OS Installation, and System Configuration	Minimum 5 years of experience in system administration and troubleshooting
Data Entry Operator	Bachelor's Degree with knowledge of MS Office and computer applications	Experience in office administration and data handling preferred
Physical Education	A Master's Degree in Physical Education/ Master's Degree in Sports with at least 60% marks at Bachelor's / Master Level	Represented the University / College at Inter University level.
Librarian	Master's Degree in Library/ Information Science Documentation or an equivalent Professional Degree with at least 60% marks at Bachelor's or Master's Level	Experience in computerization, versed with well systems procedure for a period of atleast 5 years.
Assistant Librarian	Degree in Library Science or equivalent qualification	Experience in library management preferred
Laboratory Assistant	Degree in relevant subject or equivalent qualification	Minimum 2 years of practical experience desirable
Driver	SSLC / 10th Standard with valid heavy vehicle driving license	Minimum 2 years of driving experience, preferably in educational institutions
Attender	10th Standard pass with ability to ride bicycle/moped	Experience not mandatory

### 1.6 Mode of selection of non – teaching staff:

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the shortlisted candidates will be called for personal interview. The selection Committee consists of some or all of the following:

- (i) Chairman and Managing Director
- (ii) Vice Chairman / Secretary
- (iii) Principal
- (iv) Subject Experts (University Nominees)
- (v) HOD Concerned

All appointments (Faculty/ Staff) made after selection are forwarded to the Chairman and ratified by the college Governing Council.

## **2. SALARY AND INCENTIVES**

### **2.1 Positions and pay scale**

The Scales of pay for various teaching positions will be as follows:

- (i) Principal and Special Positions.... ( Pay as per AICTE norms, commensurate with the qualifications and experience)
- (ii) Professor -Rs 37,400 –67,000- Grade Pay 10,000.
- (iii) Associate Professor Rs 37,400 – 67,000 – Grade Pay 9000.
- (iv) Assistant Professor Rs 15,600 – 39,100 – Grade Pay 6000.

Scales of Pay for non teaching positions shall be as follows:

- (i) Technical Assistants – Rs.18000.
- (ii) Lab Assistants – Rs.12000 .
- (iii) Administrative Officers – Rs 25000
- (iv) Accountant / Cashier – Rs.18000.
- (v) Attender – Rs. 10000.

## **3. LEAVE**

### **3.1 RULES**

- Leave shall not be claimed as a matter of right.
- A member of the staff shall not normally or on any pretence absent himself / herself from his/ her duties without prior permission of his / her superior officer authorized to give permission.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- In case of absence on Medical grounds, intimation should be sent to the Principal within 12 hours of start of medical attention and a Medical Certificate shall be produced at the time of joining after leave.
- In emergency cases whenever the staff member is unable to get prior sanction of leave, he/she should inform to Head of Department concerned over phone, after informing about the workload to be completed. In such case, leave application should be submitted for approval on the very next day of absence with supporting documents, otherwise his/her absence will be treated as “Absent only”.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- Half Day Leave
  - Fore Noon Leave : Must report on or before 12:30 a.m
  - After Noon Leave : Can leave the campus after 01:00 p.m

### **3.2. CASUAL LEAVE**

- All Teaching Staff members are eligible for 12 days of casual leave per year at one day per month during the Academic Year from 1st June to 31st May.
- At a time more than 3 days including holidays shall not be granted. Carryover of lapsed CL is not permissible
- Faculty members can avail casual leave after making proper alternative arrangements for class work.
- If any Staff member avails leave before and after any day, declared as holiday by the college (Sunday or any holiday), then that day will also be considered as leave taken by the staff.
- If a Staff member avails more than 15 days leave in a month, then they are not eligible to avail that month's Casual leave (CL)

### **3.3 COMPENSATORY LEAVE**

- In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on submission of specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.
- Later on, the compensatory leave can be availed only after applying to the principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed within two months after the actual date of working.
- Compensatory leave will not be granted to any staff in special classes, educational tours, and university practical examinations, accreditation, inspection of AICTE/University, other bodies, emergency works and special working on Saturday, etc.

### **3.4 ON DUTY PERMISSION:**

- On Duty Permission will be granted only on prior permission in writing from the Head of the Department and an approval by the Principal. The staff must also sign in the register maintained for availing On Duty.
- The Teaching staff members will be allowed ON DUTY for the purpose of attending board meetings /Central valuation / External Examiner for practical examinations connected with university during the college working days. Staff should produce evidence from the Competent authority for having done the intended duty. Otherwise, this absence will be treated as leave.
- In a year, maximum 6 days of On duty permissions will be granted for attending Skill development programmes, Workshops, Conferences and Faculty Development programmes.
- All other ON Duties if any pertaining to the college should be specially allotted by the Principal and permission obtained in advance from the Principal.

### **3.5 VACATION LEAVE**

- Vacation Leave (VL) is applicable to all the members of the staff with eligible service. ➤ The total number of VL days for members of teaching staff is limited to 15 (Fifteen), for a continuous service of 10 months in the institution.
- The number of days of VL for Non-Teaching Staff is restricted to 12 days per year which should be availed within the vacation period declared for Teaching Staff.
- Vacation leave will be sanctioned for minimum of FIVE days or more only.
- Vacation leave not availed within the academic year shall be considered as elapsed.
- Conversion of vacation leave into casual leave is not applicable for staff.
- The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.
- CL, OD etc cannot be combined with Vacation Leave
- Vacation Leave may be curtailed or refused depending upon the exigencies of works
- While calculating number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- However, vacation leave shall be availed as per the circulars issued then and there in this regard, indicating the slots in the period identified for summer vacation, to ensure smooth functioning of the institution.

### **3.6 MEDICAL LEAVE**

For treatment and hospitalization of serious complaint like TB, Cancer, Leprosy, Heart Surgery, Kidney Transplantation or Retina transplantation etc., the medical leave will be decided on the merits of individual case.

For other ailments and hospitalization the medical leave will be given on production of medical certificate and discharge certificate from recognized hospital subject to the following conditions.

- (i) 0 – 5 Years of Service - Nil
- (ii) More than 5 Years Service - 1 Week

## **4. DISCIPLINE AND GRIEVANCE**

### **4.1 DISCIPLINARY PROCEDURE**

- Any teacher who is violating the code of conduct defined in Section 8.1 of this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
  - a. Memo and Censure.
  - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than two memo or warning will be given punishments mentioned in c or d.

#### **4.1 GRIEVANCE PROCEDURE**

- The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- The Grievance Committee shall be composed of among the ranks of Head of the Departments, Principal and Chairman
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.
- The grievance committee shall have a member secretary, to monitor the proceedings
- If any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be convened immediately.
- The grievances shall be redressed immediately by the committee and by the Chairman.
- The Member-Secretary shall record and maintain the minutes of the meeting.
- Where the punishment proposed is in the categories c or d under Section 8.2, the Principal shall constitute a one man court of domestic enquiry to go into details in

the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

- The Principal shall report the proceedings periodically to the Chairman.



**KINGS ENGINEERING COLLEGE  
IRUNGATUKOTTAI, CHENNAI.**

Phone: 04471224400, Fax: 71224410

Website: [www.kingsedu.ac.in](http://www.kingsedu.ac.in)