

# KINGS

## ENGINEERING COLLEGE

**An Autonomous Institution**

**Affiliated to Anna University, Chennai**



## PROMOTION POLICY

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

## PREFACE

Kings Engineering College is committed to maintaining a professional, ethical, transparent, and growth-oriented work environment for all teaching and non-teaching staff members. The institution strongly believes that the dedication, discipline, performance, and welfare of employees play a vital role in achieving academic excellence and institutional development. To ensure effective administration and harmonious working conditions, the institution has established policies related to Promotion, Retirement, Discipline, and Grievance Redressal. These policies are framed in accordance with institutional values, AICTE norms, and professional ethics to ensure fairness, accountability, transparency, and equal opportunity for all employees.

The Promotion Policy aims to provide fair and merit-based career advancement opportunities by recognizing professional competence, academic achievements, experience, and contributions towards institutional growth. The institution encourages staff members to continuously improve their professional skills and performance while contributing effectively to academic and administrative excellence.

The Retirement Policy ensures a systematic and respectful retirement process for teaching and non-teaching staff members. The institution values the long and dedicated service rendered by employees and strives to maintain clarity, dignity, and fairness in retirement-related procedures and responsibilities.

The Discipline Policy establishes standards of professional conduct, ethical behaviour, accountability, and workplace responsibilities expected from all employees. Maintaining discipline and mutual respect within the campus is essential for creating a positive academic environment and preserving the reputation and integrity of the institution.

The Grievance Redressal Policy provides an effective and transparent mechanism for addressing grievances and concerns of staff members in a fair and confidential manner. The institution believes that timely resolution of grievances promotes employee satisfaction, trust, cooperation, and a healthy work culture.

Through these policies, Kings Engineering College aims to foster professionalism, employee welfare, institutional harmony, and continuous development while upholding the highest standards of academic and administrative excellence.

## **PROMOTION POLICY**

### **Promotion Policy**

- ❖ All promotions for teaching and non-teaching staff shall be considered strictly on the basis of merit, performance, qualification, experience, and institutional requirements.
- ❖ The Principal shall constitute a Promotion Committee for considering promotions. The committee shall consist of:
  - Principal – Chairman
  - Two Senior Professors
  - Experts from Industry/Other Educational Institutions
- ❖ The Promotion Committee shall evaluate the eligibility of staff members for promotion in accordance with AICTE norms and institutional regulations.
- ❖ Promotion shall be considered only if the staff member has:
  - Completed the prescribed years of service in the present position
  - Possessed the qualifications prescribed by AICTE and affiliating authorities
  - Maintained satisfactory performance and conduct records
- ❖ Staff members against whom disciplinary action has been initiated or proved for misconduct shall not be eligible for promotion during the period of disciplinary proceedings.
- ❖ Under normal circumstances, seniority shall be considered while granting promotion, subject to merit, qualification, and performance.
- ❖ Staff members promoted to higher positions shall be placed in the scale of pay applicable to the promoted category as per institutional and AICTE norms.

## **RETIREMENT POLICY**

### **Retirement from Service**

- ❖ All teaching staff members shall retire on attaining the age of 65 years.
- ❖ All non-teaching staff members shall retire on attaining the age of 60 years.

❖ The institution shall communicate retirement details in writing to the employee at least six months before the date of retirement as a measure of support and assistance.

❖ The age of superannuation shall not apply to Professors Emeritus or staff appointed under special categories, as approved by the management.

❖ Employees shall complete all official responsibilities and hand over institutional property and records before retirement.

## **DISCIPLINE AND GRIEVANCE POLICY**

### **Code of Conduct for Teachers and Staff**

❖ Teachers shall be present in the classroom at the scheduled time without exception.

❖ Attendance shall be taken at the beginning of every class hour.

❖ Teachers shall take appropriate action against student misconduct either by:

- Taking corrective measures within their authority, or
- Reporting the matter to the Principal

❖ All staff members shall attend departmental and institutional functions and discharge assigned duties responsibly.

❖ Staff members shall not engage in any external activities or business that adversely affect their responsibilities within the institution.

❖ Staff members shall not receive gifts or favors from students or parents for personal benefit or favoritism.

### **Teachers shall maintain professional work conduct by:**

i. Preparing thoroughly for classes with updated subject knowledge.

ii. Maintaining teaching aids and instructional materials properly.

iii. Completing syllabus coverage as per academic schedule without backlog.

iv. Conducting assignments, tests, evaluations, and feedback activities promptly.

v. Maintaining classroom discipline, cleanliness, and orderly arrangements.

**Teachers shall observe proper personal conduct by:**

❖ Avoiding abusive or disrespectful language toward students, colleagues, parents, or the public.

❖ Avoiding quarrels, fights, or acts of misconduct.

❖ Not engaging in business activities, money lending, canvassing, or sales activities within campus premises.

❖ Not affiliating with political organizations in a manner affecting institutional reputation or professional duties.

❖ Adhering to ethical standards prescribed for the teaching profession.

**Disciplinary Procedure**

❖ Any staff member violating the code of conduct shall be subject to disciplinary action by the Principal/Management.

❖ Complaints regarding misconduct may be submitted in writing to the Principal.

❖ The Principal shall conduct a preliminary enquiry by interacting with the complainant and the accused staff member.

❖ If the complaint is found valid, the Principal shall initiate disciplinary proceedings.

❖ A Show Cause Notice shall be issued clearly stating the allegations and proposed action, allowing sufficient time for explanation.

❖ Based on the explanation and enquiry findings, appropriate action may be taken.

**Disciplinary actions may include:**

- a. Memo and Censure
  - b. Written Warning with recovery of financial loss, if applicable
  - c. Suspension without remuneration
  - d. Dismissal or discharge from service
  - e. Repeated misconduct or receipt of more than two warnings/memos may result in severe punishment under categories (c) or (d).
- ❖ In cases involving suspension or dismissal, a domestic enquiry committee shall be constituted ensuring principles of natural justice and fair hearing.
  - ❖ The Principal shall periodically report disciplinary proceedings to the Chairman/Management.

#### **Grievance Redressal Procedure**

- ❖ The institution shall constitute a Grievance Redressal Committee for addressing grievances of teaching and non-teaching staff members.
- ❖ The committee shall include:
  - Principal
  - Heads of Departments
  - Chairman/Management Representatives
- ❖ The constitution of the committee and member details shall be communicated at the beginning of every academic year.
- ❖ A Member Secretary shall coordinate and maintain grievance records and proceedings.
- ❖ Any staff member having a grievance may submit a written representation to the committee.
- ❖ The grievance shall be included in the agenda of the next committee meeting unless immediate action is required.

❖ The committee shall review and resolve grievances fairly, confidentially, and promptly.

❖ Minutes of grievance meetings and resolutions shall be documented and maintained properly.



**KINGS ENGINEERING COLLEGE**  
**IRUNGATUKOTTAI, CHENNAI.**  
Phone: 04471224400, Fax: 71224410  
Website: [www.kingsedu.ac.in](http://www.kingsedu.ac.in)