

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



Training and Placement Cell

As per the Approval of Governing Council

(Updated in 2025)



KINGS
ENGINEERING COLLEGE
AN AUTONOMOUS INSTITUTION
ACCREDITED WITH NAAC AND AFFILIATED TO ANNA UNIVERSITY
Chennai-Bangalore Highway, Irungattukottai, Sriperumbudur, Chennai - 602 117.
Ph.: 044 - 71224401 – 08. Fax: 044 - 71224410



CIRCULAR

In pursuance of the approval passed in the Governing Body meeting held on JUNE 20, 2025, it is hereby notified that Kings Engineering College has published the updated Standard Operating Procedure (SOP) for Maintenance Cell. The SOP for Maintenance Cell would serve as a detailed guideline to be observed and followed with immediate effect.




PRINCIPAL
Principal
KINGS ENGINEERING COLLEGE
Irungattukottai,
Sriperumbudur - 602 117

PREFACE

The Institution firmly believes that employees are its backbone for its development and excelling in performance in all aspects. The institution provides good work place environment, adaptive culture and development opportunities for the entire working staff. The institution involves staff members in progressing with the strategic plan and in realizing its vision. The improved performance and decision making abilities of the staff bring sustainable growth and development of Institute.

The Institute has taken measures to provide the benefits to the employees, for ensuring their job satisfaction, in all their contributing activities. It's a common fact that the employee's level of satisfaction on the job depends on the benefits and welfare measures implemented by the Organization for them.

The Standard Operating Procedure has been framed to ensure the implementation of welfare measures that would provide desirable benefits, to all staff members working in the Institute.

STAFF DEVELOPMENT AND TRAINING FOR SUPPORTING STAFF (ADMINISTRATION & TECHNICAL)

- In-house training programmes will be organized by Internal Quality Assurance Cell (IQAC) to enhance the language competency of the staff members.
- Professional Development programmes covering Workplace Ethics, Administration and Accounts, etc., would be conducted.
- Administrative and subordinate staff will be trained in basic computer knowledge, with the assistance of Faculty Resource Person from the various Engineering Departments.
- Programs will also be conducted by departments to provide technical staff with special exposure to modern equipments and its operations.

AWARDS

- Excellence in Teaching, Best Teacher, and Best Researcher awards has been introduced by IQAC to recognize Best Performing Faculty. The awards are presented during IQAC day commemorating the day on which the institute received the NAAC Certificate.
- To encourage the faculty members who produce 100% pass percentage in the courses handled by them are awarded with a cash prize of Rs.2, 000/- for every subject.
- Cash Awards with commendation letters will be provided as per the following norms.
 - Analytical papers with 4 credits will be considered as a tough subject.
 - Pass percentage of 100% will be awarded with cash award of Rs.2000/- and appreciation certificate.
 - Pass percentage of 95 to < 100% will be awarded with cash award of Rs.1000/- and appreciation certificate.
 - Pass percentage of 90 to < 95 % will be recognized with appreciation certificate.

FACULTY INCENTIVES

Sl.No.	Schemes	Sponsorship and Incentives
1.	Paper presentation in the conference organized by our own institution (IEEE-ICSCAN)	50% concession on registration fees
2.	If the paper is adjudged as best paper in the international conference held abroad.	Full Registration fee will be sponsored.
3.	International/National journal publication with impact factor greater than two	Appreciated with certificate
4.	International/national journal publication with impact factor greater than one but less than two	Appreciated with certificate
5.	Full Book with renowned International publisher	Appreciated with certificate
6.	Chapter contributed in book with renowned international publisher	Appreciated with certificate
7.	Research grant received from funding agencies for Projects.(FDP and SDP will not be Considered as projects)	2% of the sanctioned amount.
8.	Consultancy work carried out.	40% of the total consultancy amount for faculty 60% for the institution.
9.	Completion of NPTEL Certificate with Elite	Faculty should Submit the hard copy of certificate and can claim OD
10.	Completion of NPTEL Certificate	Faculty should Submit the hard copy of certificate and can claim O D

OTHER WELFARE MEASURES

The following are some of the amenities/services/facilities provided to the faculty and staff of the college:

1. Provision of Lunch at subsidized rates in hostel mess for all Faculties and non- teaching staff.
2. The Management grants maternity leave for women employees for a period of 30 days for the first child.
3. Educational loan for higher studies (conditions apply).
4. Group Insurance for emergency.
5. Free transport for Faculty and staff.
6. faculty members can avail Fee Concession for their wards to study any program offered by Institute

STAFF RECREATION CLUB

- Facilitating social interactions among staff members to strengthen interpersonal relationships.
- Organizing programs for the children of staff members during Independence Day and Republic Day celebrations.
- Hosting events during festival time that include both greeting exchanges and fun games for faculty and staff which emphasizes the social aspect of the events.




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