

**KINGS
ENGINEERING COLLEGE
HR POLICY**

1.1 THE MANAGEMENT

KEC 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.

1.2 GOVERNING BODY

S. No	Name	Qualification	Present professional designation	Governing body Designation
1	Mrs. NALINI SELVARAJ	M.Com,M.Phil	Chairperson, KEC	Chairman
2	Mr. S.AMIRTHARAJ	B.Tech, MBA	Director, KEC	Member
3	Mr. S .GNANARAJ	-	Trustee ,KEC	Member
4	Mr. S. ANANDARAJ	B. Tech, MBA	Trustee, KEC	Member
5	Mr. G. JOYSON	B.E	Senior General Manager, Rajam Groups	Member
6	Mr. SHIBAN BHAN	B.E	General Manager, Queensland Amusement Park	Member
7	Mr. C. STANLEY GEORGE	M.B.A	Associate Vice President Location Head Hexaware Technologies	Member
8	Dr.V.RHYMEND UTHARIARAJ	M.E., Ph.D	Secretary-TNEA, Anna University, Chennai.	Member
9	Dr .MONSINGH D.DEVADOSS	M.Arch., Ph.D	Chairman, Faculty of Architecture &Planning, Anna University Chennai.	Member
10	Dr. G.M.SAMUEL KNIGHT	M.E., Ph.D	Director, Division of Structural Engineering College of Guindy, Anna University Chennai.	Member
11	Dr. T. JOHN ORAL BHASKAR	M.E,Ph.D	Principal, KEC	Member / Secretary

1.3 COURSES OFFERED

The college offers the following courses, extending over a period of four years, leading to Bachelor Degree in Engineering and Technology.

Bachelor of Engineering

- Biomedical Engineering : 60
- Computer Science and Engineering : 120
- Electronics and Communication Engineering : 120
- Mechanical Engineering : 60
- Robotics and Automation Engineering : 60

Bachelor of Technology

- Information Technology : 120

Master of Engineering

- Computer Science and Engineering : 18

2. VISION

2.1 VISION

The vision of Kings Engineering College is to provide industry relevant technical education, motivate our technocrats to carry out skillful research, and encourage innovation and thereby uplift our society through technology.

2.2 MISSION

- Provide high quality technical education in the major engineering disciplines through creative balance of academic, professional and extra curricular Programs.
- Prioritize quality teaching and adopt a variety of approaches and methods to draw upon current research and multiple theories of teaching and learning
- Guide the students to earn secured careers and become a trend setter globally.
- Sponsor and educate less privileged with quality technical education.

2.3 GOALS

Short Term

- To achieve highest pass percentage in University examinations.
- To make the students competent to build, motivate and lead project teams effectively.
- To improve the leadership ability of the students, thereby grooming them as successful entrepreneurs.
- To encourage students participation in Non Academic activities.
- To attain cent percent placements.

Long Term

The institution gives utmost importance to discipline, sanctity and decorum in the campus and aims

- To be a provider of quality Education.
- To attain the status of a University.
- Formulate various programs to provide quality education.
- Develop the personality of students to become responsible members of society.

2.4 QUALITY POLICY

Imparting quality education and training. Developing students with a disciplined and integrated personality. We will achieve this by effective process orientation, team work and constant desire for improvement.

e-governance:

- Ensure common frame work, standards and seamless inter-operability and portability between systems, software and data.
- Services in a cost effective manner.
- Support adoption and usage of emerging digital technology in e-governance.
- To protect the IT infrastructure, web site, applications and information of the departments from external attack, intrusion and hacking, and enhanced IT security policy will be drawn up for Institution.

Policy for Green Campus:

- “Sustainable development” is the most important issue for our planet, the human race, and all business entities in the 21st Century. Through all efforts, we will strive our

contributions to “sustainable development” by initiative to address climate change, promote resource circulation ensure chemical safety, preservation for regional environment and bio-diversity conservation.

- Measurably reduce carbon footprint and reduce the amount of waste produced from the Institution.

Code of Ethics:

- Faculties to have an open door policy and welcome suggestions and concerns from students and others.
- Every faculty needs to apply effort and intelligence in maintaining ethics value.
- Promotion of ethical conduct within inter personal communications of students will be encouraged.
- Faculties are required to re-certify their compliance to Ethics Policy on annual basis.

Environment and Energy Usage:

- Environmental stewardship is a shared responsibility for protecting the environment and minimizing the impact of our daily
- **Recycling:** Position recycling bins throughout the office and conference rooms for paper, plastic and other recyclable containers. • Recycle office equipment, supplies and other recyclable products.
- **Waste Management:** Implement an office “swap closet” for exchanging office supplies, particularly during the transition between former and new employees. Donate leftover food and beverages to local food banks following meetings/events
- **Energy conservation:** Enable and set to default the eco-friendly options on all copiers, printers and other electronic equipment.
- Enable timers for office copiers and printers that will automatically turn off unused equipment/use energy saving modes after long periods of inactivity.
- Continue to use and properly dispose of compact fluorescent light bulbs. Arrange for cleaning staff to turn off lights left on after hours.

Fund Mobilisation:

- Contributions from Members of the Alumni Association of the Institution to the extent of more than five lacs in a year.
- Voluntary contributions from Philanthropy organizations and Service minded individuals to the extent of more than five lacs in a year.

3. PLANNING

3.1 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.

3.2 RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- 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
 - (ii) Files maintained for storing the unsolicited applications
 - (iii) Campus recruitment
 - (iv) District or Special Employment Exchanges
- 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
- 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.
- M.E. / M.Tech. 1st Class Graduate is eligible for appointment as Assistant Professor in Engineering Departments. M.Sc. / M.A with additional M.Phil. Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science / Humanities Dept.
- Ph.D with 1st Class in B.E./B.Tech. or M.E./M.Tech with five years teaching / industry/research experience is eligible for appointment as Associate Professor.
- Ph.D with 1st Class in B.E./B.Tech. or M.E/M.Tech with ten years teaching/ industry/ research experience or M.E/M.Tech from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

3.3 ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

4. SALARY AND INCENTIVES

4.1 POSITIONS AND PAY SCALE

- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors

In addition, each department shall have support staff like Programmers, Lab Assistants and Department Attender.

- The College Office will have the following positions of hierarchy in the administrative department.
 - a. Administrative Officer
 - b. Accountant, Clerical Assistants
 - c. Office Assistants.

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

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

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

- a. Technical Assistants – Rs.18000.
- b. Lab Assistants – Rs.12000 .
- c. Administrative Officers – Rs 25000
- d. Accountant / Cashier – Rs.18000.
- e. Attender – Rs. 10000.
- f. Gardener / Scavenger – Rs. 10000/-

4.2 YEARLY INCREMENTS

- Salary increase has been given to those faculty members based on their contribution in achieving good results and qualifying for higher degree and commitment to the cause of the college.

4.3 INCENTIVES AND REWARDS

Staff Members are eligible for the following incentives and rewards based on their performance, contribution and years of services at the institution.

- For producing 100% result in a theory paper cash award and gift.
- For producing 95% and above result in a theory paper cash award and gift.
- For producing 90% and above result in a theory paper honored with gift.
- Financial support for attending Workshops and Faculty Development Programmes.
- Paper presentation in International conference - cash reward with gift.
- Paper presentation in National conference - cash reward with gift.
- Paper Published in International journal cash reward with gift.
- Book Publication - cash reward with gift.

4.4 BENEFITS EXTENDED TO TEACHING AND NON TEACHING STAFF

- College provides all facilities to arrange the bank loan for the interested staff
- The management provides salary, in advance, to faculties in case of emergency.
- The management provides free bus facility for all staff members.
- Employees Provident Fund (EPF).
- Children Education Fees Relaxation.

5. LEAVE

5.1 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

5.2. 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)

5.3 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.

5.4 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.

5.5 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.

5.6. 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.

0 – 5 Years of Service - Nil

More than 5 Years Service - 1 Week

6. PROMOTIONS

6.1 PROMOTION POLICY

- All promotions shall be considered on the basis of merit basis.
- The Principal shall appoint a committee for promotion, in which he shall be the
- Chairman, with two Professors and invited experts from Industries/Other Institutions.
- The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
- Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

7. RETIREMENT

7.1 RETIREMENT FROM SERVICE

- All teaching and non teaching staff shall retire on completing the age of superannuation, which is 65 for teaching and 60 for non-teaching.
- The College will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments

8. DISCIPLINE AND GRIEVANCE

8.1 CODE OF CONDUCT FOR TEACHERS

- Teachers shall be at the appointed classroom at the appointed time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be
 - taking correctional action if it is within his/her power, or
 - reporting the matter to the Principal
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned to them to the best of their skills and attention.
- Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College.
- Faculties and Staff Members shall not receive gifts of any kind from Students or their Parents for any favoritism.
- Teachers shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's Classes, with latest information added to earlier course content.

- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
 - iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
 - iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
 - v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Teachers shall observe good personal conduct in terms of:
- Not using any abusive language towards students, fellow teachers, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectful nature.
 - Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization. This might cause conflict of interest with the duties of a teacher and the reputation of the Institution.
- Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

8.2 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.
- 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.

8.3 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.

9. CONSULTING, R&D AND TEACHING ASSIGNMENTS

9.1 CONSULTING, R&D

- The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.
- The teacher shall undertake such assignments
 - When the College is approached for such help and the College assigns such engagement to the particular teacher or
 - When the teacher himself/herself is approached by the outside agency for such help.
- In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:
 - a) Whether it is a project or R&D type assignment, involving the infrastructure

facilities and work time, it shall be 60:40 (40% to College).

- b) In all other cases like consultancy assignments, it shall be 80:20
(20% to College).

- The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

9.2 TEACHING ASSIGNMENTS

- The College permits its teachers to take up teaching assignments with other educational institutions subject to the conditions stipulated in this section:
- A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

10. IN HOUSE R&D AND SEMINARS / WORKSHOPS

10.1 IN HOUSE R&D

- The College encourages its faculties to undertake department-wise
- R&D Activities along with Students and other Staff Members.
- Each Department is given a sanction of Rs 250000/- in a year, towards in-house R&D activities.
- Staff members can submit their proposals through the Head of the Department and can avail a maximum of Rs 50000/- per project, towards developing a prototype or model.

10.2 SEMINARS / WORKSHOPS

- The College encourages its faculties to organize AICTE/ISTE funded Seminars and Workshops for the benefit of fellow teachers and students.
- The Management provides additional funds for any AICTE/ISTE Funded programs.

11. INCENTIVES – STUDENTS

11.1 STUDENTS INCENTIVES & REWARDS

The Management is pleased to announce the following incentives and rewards for Students

- Student securing 1st Rank in a semester, Cash award and gift (department –wise)
- Student securing 2nd and 3rd Rank in a semester, gift (department –wise)
- There will be BEST STUDENT AWARD with gift (Department- wise).
- There will be a BEST PROJECT AWARD with gift (department – wise)
- Paper presentation in International conference cash reward with gift.
- Paper presentation in National conference / Symposium with gift.
- There will be 2 prizes for the BEST PERFORMANCE IN SPORTS with gift.
- Anna University Zone II level Medal winners reward with gift.
- Incentives awarded for doing funded student project.
- There will be free personality development, entrepreneurship, ethics, and communications skills, computing skills and placement specific programs for Students.
- There will be free and subsidized add-on skills programs as per Industries Requirements.

Annexure 1

FORM OF APPOINTMENT LETTER

Date: _____

APPOINTMENT ORDER

To

Dear Madam,

Sub: Appointment as _____ – Reg.

Ref: Your Application dated _____.

With reference to your application and subsequent interview you had with us on _____, we are pleased to **appoint** you for the position of _____ in the Department of _____ on a consolidated salary of _____ (_____) per month.

You are requested to report for duty at the college on _____. You will be governed by the Service Rules of the Institution.

Please sign the duplicate copy of this letter as token of your acceptance.

Yours truly,

For Kings Engineering College.

PRINCIPAL

Annexure 2

LETTER OF CONFIRMATION

Date: _____

From

To

The Principal

Kings Engineering College,

Irungattukottai

Dear Sir,

I thank you for the Appointment letter datedissued in my favor appointing me as in the Department of in Kings Engineering College. I wish to confirm that the Appointment as per your terms is acceptable to me and accordingly I have reported for duty today on

Thanking you.

Yours faithfully,

Annexure 3

PERSONAL DATA FORM

ANNA UNIVERSITY

CHENNAI – 600 025

INDIVIDUAL FACULTY DATA SHEET

[Details to be typed]

Affix and
Attest
passport
size
photograph

Name of the College :
Name of the Department :
Name of the faculty member :
Present Designation :
Residential Address :
Contact Nos. : Landline : Mobile
Email :
Gender : Male / Female / TG
Community : OC / BC / MBC / SC / ST
PAN Number :
Passport Number :
Date of Birth :

I. Particulars of Educational Qualification: (only completed)

Category	Name of the Degree	Specialization	Year of Passing	Name of the College	Name of the University	% of Marks / Grades obtained	Class obtained
UG							
PG							
Ph.D.							

* Enclose copies of certificates duly attested by the faculty member and the Principal as proof.

Ia. Additional Qualification :

i. GATE Score (In case of B.E. / B.Tech.)

ii. NET / SLET (In case of M.C.A. / M.Sc. / M.A.)

II. Title of Ph.D. Thesis * :

III. Faculty in which Ph.D. was awarded :

IV. Academic Experience :

Name of the College	Designation	Joining Date	Relieving Date	Experience		
				Years	Months	Days
Total						

V. Industrial Experience:

Name of the Organization	Designation	Nature of Work	Joining Date	Relieving Date	Experience		
					Years	Months	Days
Total							

VI. Other Relevant Information :

It is certified that all the information provided are true to the best of my knowledge.

Signature of the Faculty

(Endorsement by the Principal)

(Inspector's use only)

VII. Remarks of Certificate Verifying Officer / Chairman of Inspection Committee:

Eligible to hold the post of _____

Verifying Officers

Inspection Committee

CHAIRMAN

Annexure 4

FORM OF SHOW CAUSE NOTICE

DATE: _____

To

SHOW CAUSE NOTICE / MEMO.

It has been reported against you that on ____ at ____ you have
original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part,
warranting a punishment of dismissal or other lesser punishment.

You are hereby required to give show cause in writing within 48 hours of receipt
hereof, failing which further action will be taken exparte.

Principal.

Enc: Copy of the original report.

Annexure 5
Letter of retirement

Date:

To

Dear Prof. /Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on_____and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30.

The College places on record the services rendered by you for ____yrs and_____months and we wish you a healthy long and pleasant retired life. With best wishes,

Yours faithfully,

For Kings Engineering College,

Principal.

Annexure 6
ETHICAL STANDARDS FOR TEACHERS

A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
- To respect parents, teachers, elders
- To express the love of brotherhood to fellow students
- To accept and extend due respect to every religion and social grouping
- To love the Nation and commit their endeavors to her progress
- shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- shall always have an urge to excel in professional expertise

A Teacher

- shall wear a respectable attire, befitting the society's expectations
- shall keep up immaculate personal hygiene at all times
- shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- shall never have the habit of chewing, smoking or consumption of Alcoholic drinks
- shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort

A Teacher

- shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions

A Teacher

- shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner
- shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help
- shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the Institution or of fellow teachers, students or any other member of society

A Teacher

- shall always accept the entity of fellow teachers, honour their sentiments and respect their value system
- shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.