KIT- KALAIGNARKARUNANIDHI INSTITUTE OF TECHNOLOGY
(An Autonomous Institution)
(Affiliated to Anna University Chennai, Approved by AICTE, New Delhi)
(Accredited by NAAC with 'A' Grade)

SERVICE RULES AND POLICIES OF THE INSTITUTION
FOR THE ACADEMIC YEAR 2024-2025

I. 1. FACULTY RECRUITMENT PROCEDURE

➢ Staff requirement for each department is collected well in advance by the office of the Principal and appropriate sanctions are obtained from the Management for creation of any new post or to fill up the existing vacancies.

➢ Advertisements are given in leading newspapers for the recruitment of the Faculty & staff members for various positions.

➢ Scrolling announcements of vacancies are also displayed on the Institution's web site.**[implemented from the academic year 2016-2017]**

➢ The received applications for various departments will be scrutinized by the Scrutiny Committee constituted by the Principal.

➢ The shortlisted candidates are called for an interview through post/telephone and e-mail communication.

➢ The interview is conducted by the staff selection committee.

➢ The selection committee will recruit the faculty according to the affiliating university norms.

1.1 Selection Committee

Selection of the faculty and staff shall be made by a Selection Committee consisting of the following members constituted by the Management.

➢ Principal
➢ CEO
➢ Dean Academics
➢ Head of the Department
➢ One /Two Subject Experts

The final selection of the short listed candidates will be done by the Management.

1.2 Mode of Selection

The following parameters are taken into account:

- ➢ Qualification
- ➢ Academic Record
- ➢ Experience
- ➢ Domain Knowledge
- ➢ Communication Skills
- ➢ Teaching Skill
- ➢ Research Performance**[Implemented from the academic year 2015-2016]**
- ➢ Personal Interview Performance

In addition to the above, other characteristics are decided by the Selection Committee.

1.3 Appointment

- • The candidates selected by the Committee will be informed, clearly indicating the faculty's position and the date of joining.
- • The selected candidates will be issued with proper appointment orders duly signed by the Principal on the day of joining.

The candidates appointed will be asked to submit two Passport Size Photographs and the following original certificates for verification:

- ➢ X Mark sheet
- ➢ XII Mark sheet
- ➢ UG - Degree Certificate
- ➢ PG - Degree Certificate
- ➢ M.Phil. - Degree Certificate (if any)
- ➢ Ph.D. Degree Certificate (if applicable)
- ➢ Service Certificate & Salary Certificate (if employed previously).

The appointed candidate will be on a probation period of one year during which period they are entitled to avail Casual Leave at the rate of one day for one completed month of service and they are not eligible for any other leave. However, they are entitled for 28 days vacation after the completion of one year of service in the institution.

2. SERVICE RULES

- Appointment will be made based on the recommendations of the selection committee.

- Newly recruited faculty will be on probation for one year.

- Annual increment will be provided after the completion of one year which will be based on the self-appraisal issued to faculty members once in a year.

- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory.

- The evaluation of the faculty members is mainly based on the Teaching, Learning and Evaluation related activities and the minimum API score for this category is 60.

- The performance appraisal process also involves in assessing the co-curricular, Extension and Professional Development related activities of the faculty members and the minimum API score for this category is 15.**[implemented from the academic year 2016-2017]**

- The contribution of the faculty members towards Research & Academic and their participation in mentoring and institutional development are taken into account for the annual performance review system.

- Additional increment will be sanctioned for up-gradation of qualification.

- Eligible staff will be enrolled in the Employees Provident Fund Scheme.

- A three month prior notice should be given for resigning from the assigned duties.

- If any staff member is willing to get relieved without giving prior notice, then he/she will be required to pay the necessary compensation as desired by the Management.

- It is not mandatory for the Management to accept the resignation from any staff members during the middle of the semester.

3. CODE OF CONDUCT: [implemented from the academic year 2016-2017]

An employee of the College shall devote his/her whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another Institution, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

- Every employee should maintain absolute integrity and devotion to duty at all times and shall do nothing to harm the dignity and prestige of the College.

- Every employee shall ensure all possible steps for prevention of ragging in the premises of the Institution.

- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she should inform HoD concerned about their absence.

4. JOB RESPONSIBILITIES [implemented from the academic year 2016-2017]

The job responsibilities as a faculty consist of four components viz.

- ➢ Academic activities
- ➢ Research & Consultancy
- ➢ Administration
- ➢ Extension Services

4.1 Academic Activities

- Effective teaching and providing instructions in class room and laboratory curriculum development.
- Development of learning resources material & laboratory development.
- Student assessment & evaluation including examination work of University
- Students guidance & counseling & helping their ethical, moral, and overall character development
- Keeping track of new knowledge and skills, help to generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
- Self-development through upgrading qualification, experience and professional activities

4.2 Research & Consultancy

- Carry out research & development activities and research guidance with publications.
- Industry sponsored projects
- Provide consultancy and testing services to industries in order to promote institute industry interaction and R & D.

4.3 Administration

- Academic and administrative management of the Department/Institution.
- Preparing project proposals for funding in areas of R & D work.
- Laboratory development, modernizations, expansion, etc.
- Monitoring and evaluation of academic and research activities.
- Plan and implement staff Development activities.

4.5 Extension Services

- Interaction with Industry and Society.
- Participation in community services.
- Providing R&D support and consultancy services to industry and other user agencies
- Promotion of entrepreneurship and job creation.
- Providing technical support in areas of social relevance.

5. PROMOTION & STAFF RECRUITMENT POLICY

QUALIFICATION & EXPERIENCE REQUIRED FOR THE FACULTY POSITION (APPOINTMENT ON OR AFTER 01.3.2019 AS PER AICTE GUIDELINES)

S.No.	Designation	Qualification	Experience	Duration (years)
1.	**Assistant Professor** a) Engineering/ Technology b) Science and Humanities c) MBA d) MCA	M.E./M.Tech.(with first class in B.E. or M.E.) I class in M.Sc. or M.A. and M.Phil. (Ph.D. preferable) I class in MBA and M.Phil. (Ph.D. preferable) I class in MCA and M.Phil. (Ph.D. preferable)	2 years experience is desirable. 2 years experience is desirable	0-5
	Assistant Professor (Sr.Scale.) a)Engineering/ Technology b) Science and Humanities c) MBA d) MCA	M.E./M.Tech. (with first class in B.E. or M.E. or both) Ph.D preferable M.Sc./M.A. with I class and M.Phil. (Ph.D. preferable) MBA with I class (M.Phil. and Ph.D. preferable) MCA with I class (M.Phil. and Ph.D. preferable)	Min of 5 years' experience as Asst. Prof.(or)Min 5 years' experience after PG Qualification (For Direct recruitment)	6-10

3	**Assistant professor** (Selection Grade) a)Engineering/ Technology b) Science and Humanities c) MBA d)MCA	M.E./M.Tech. (with first class in B.E. or M.E. or both) Ph.D preferable M.Sc./M.A. with I class and M.Phil. (Ph.D. preferable) MBA with I class (M.Phil. and Ph.D. preferable) MCA with I class (M.Phil. and Ph.D. preferable)	5 years of experience as assistant professor. Senior scale.	Above 10
4	**Associate Professor** a)Engineering/ Technology b) Science and Humanities c) MBA d)MCA	M.E./M.Tech.(with first class in B.E. or M.E. or both with Ph.D M.Sc./M.A. with I class, M.Phil, Ph.D. MBA with I class, M.Phil, Ph.D. MCA with I class, M.Phil., Ph.D.	Min of 10 years' experience as AP & 2 years post Ph.D experience & 6 publications	10
5	**Professor** a)Engineering/ Technology b) Science and Humanities c) MBA d) MCA	Same as above in Associate Professor	Min of 10 years' experience out of which 5 years as Associate Professor with Ph.D & 8 publications & 6 years post Ph.D experience & 8 publications.	15

Note: All degrees must be from UGC approved institutions

Faculty Appointed on or after 01.03.2019

I. ENGINEERING & TECHNOLOGY [#]

(As per AICTE Gazette Notification Dated: 01.03.2019)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. 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.	Experience not mandatory
* Associate Professor	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.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
* Professor	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 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.	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 Associate Professor.
* Principal of Engineering Colleges	❖ Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch in Engineering & Technology. ❖ 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.	

II. MASTER OF COMPUTER APPLICATIONS (MCA)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
* Assistant Professor	B.E. / B.Tech. / B.S. 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.	Experience not mandatory
	(OR)	
	B.E., B.Tech. and M.C.A. with First Class or equivalent in any one of the two degrees.	Experience not mandatory
	(OR)	
	Bachelor Degree of three years duration with Mathematics as a compulsory subject and MCA with First Class or equivalent.	2 years of relevant experience after acquiring degree of MCA.
*Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	AND	
	At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	
* Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	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 Associate Professor.
	AND	
	At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of 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.	
* Principal / Director for Stand-Alone Colleges	❖ 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.	

III. MANAGEMENT PROGRAMMES

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C.A. / ICWA/ M.Com. with First Class or equivalent.	2 years of relevant experience professional experience after acquiring the Master's degree.
*Associate Professor	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	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
* Professor	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 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.	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 Associate Professor.
* Principal / Director for Stand-Alone Colleges	❖ 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.	

IV. HUMANITIES AND SCIENCES

(As per UGC Gazette Notification Dated: 18.07.2018)

CADRE	QUALIFICATION	MINIMUM EXPERIENCE
*Assistant Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level in the relevant subject. Besides, fulfilling the above qualification, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or similar tests accredited by the UGC, like SLET/NET. Ph.D. Candidates shall be exempted from the requirement of NET/SLET/NET.	Experience not mandatory
*Associate Professor	At least 55% of marks (or) an equivalent CGPA at the Master's degree level and Ph.D. degree in the relevant subject. AND Minimum of seven publications in the peer-reviewed or UGC-listed Journals.	8 years experience teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/ industry.
*Professor	Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed Journals. OR Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.	A minimum of 10 years of teaching experience in university/college as Assistant Professor/ Associate Professor/ Professor, and / or research experience at equivalent level at the University/ National Level Institutions with evidence of having successfully guided doctoral candidate.

NORMS FOR AGRICULTURE ENGINEERING [#]

(Norms as per Centre for Academic Courses, Anna University, Chennai)

(i) M.Sc. (Agriculture) / Ph.D. – (Agriculture, Agronomy, Soil Science, Agricultural Economics, Agriculture Extension etc.) - 2 faculty

(ii) B.E. Civil, M.E. / M.Tech. with or without Ph.D. – (Hydrology and Water Resources / Irrigation Water Management / Integrated Water Resources Management – 1 faculty

(iii) 6 faculty may be earmarked to U.G. / P.G. in Agricultural Engineering - Out of the 6 faculty earmarked U.G. / P.G. in agriculture Engineering 2 faculty may be from Mechanical Engineering faculty

Additional Information on Faculty Eligibility

1. All U.G. and P.G. Degrees (Full time / Part time) awarded by any **UGC approved Universities** are **eligible**.

2. U.G. and P.G. Engineering Degrees (B.E. / B.Tech. / B.Arch. or M.E. / M.Tech. / M.Arch. / M.Plan.) obtained by **Correspondence / Distance education** are **not eligible**.

3. **Ph.D.** Degrees from International Universities (obtained by correspondence / Distance mode) are **not eligible** Degrees. **Ph.D.** Degrees awarded by Institutions not approved by UGC such as CMJ University, Meghalaya are **not eligible**.

4. **Ph.D.** Degrees obtained from IITs/IISc/NIT directly after B.E/B.Tech. are **eligible**

5. **M.S.** Degrees after B.E. / B.Tech. (obtained from NIT, IIT, IISc, Anna University are eligible & endorsement by AIU is not required) obtained from other institutions approved by Association of Indian University (AIU) are considered as **eligible**.

6. Non-Engineering Degrees such as M.B.A. / M.C.A. / M.Sc. / M.Phil. / M.A. obtained by correspondence / Distance mode from UGC approved Universities are **eligible**.

7. **Interdisciplinary Degree holders could work** as faculty in any of the departments from which either the U.G. or P.G. degree was obtained. [eg. 1. B.E. (CSE) and M.E. (VLSI) degree holder could work in either CSE or ECE] [eg. 2. B.E. (EEE) and M.E. (Environmental Engineering)] could work as faculty either in Chemical / Civil Engineering Department or in EEE Department.

8. M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. **are permitted to continue** as faculty in their respective Engineering Departments. Fresh appointments of M.E. / M.Tech. Degree holders after M.Sc. / M.C.A. should have obtained their Engineering Degree latest by the year 2011 for Two-year Regular M.E. / M.Tech Degree holders and by the year 2012 for Three-year Part-time M.E. / M.Tech Degree holders.

9. Fifty percent (50%) of the Industrial Experience can be considered as Work Experience, only if the faculty member has experience ≥ 10 years in an Industry. The industry should be atleast 10 years old.

10. Faculty members who had completed their P.G. and / or Ph.D. degree from foreign Universities should upload the Equivalence Certificate issued by Association of Indian Universities (AIU), www.aiu.ac.in

11. Faculty members who have completed M.Phil. and Ph.D. under Correspondence / Distance Education / Open University System from the academic year 2007-2008 Shall not be considered as per G.O.(Ms) No.91, Higher Education (K2) Department, dated: 03.04.2009.

12. Existing incumbents recruited as a Faculty with the basic minimum qualifications such as M.Sc. (Mathematics), M.Sc. (Biotechnology), M.Sc. (Electronics), M.Sc. (Computer Science & allied subjects), M.Sc. (Physics), M.Sc. (Chemistry), M.C.A, PGDM, AMIE / M.Com. and any other similar qualifications which were considered eligible at the time of recruitment or taken admission in such courses before publication of the AICTE Gazette dated 13th March 2010 are to be considered as eligible for promotion as well as direct recruitment.

6. TYPES OF LEAVE

- ➢ Casual Leave (CL)
- ➢ Compensatory Leave (CPL)
- ➢ Vacation Leave (VL)
- ➢ On-Duty (OD)
- ➢ Permission
- ➢ Maternity Leave (MTL)
- ➢ Restricted Holiday (RH)

Rules for Availing Leave

6.1 Casual Leave (CL)

Casual Leave is not earned by duty but it is a concession given to faculty members so as to enable them to be absent in special circumstances, without such absence being treated as any other leave. A faculty member on CL is not treated as absent from duty. He /She is eligible to avail 12 days of CL in a calendar year. CL cannot be claimed as a matter of right and its grant is always subjected to the exigencies of service.

During the probation period, the faculty members will be granted CL in proportion to the actual period spent on duty. CL can normally be availed off only with prior approval of the Head of the Institution i.e. Principal **[Implemented from the academic year2016-2017].**

6.2 Compensatory Leave (CPL)

A faculty member may be granted compensatory leave if he/she is required to work on any holiday under the written orders from the Principal. It may be availed within six months from the holiday on which the duty is performed with the prior sanction of the leave by the concerned authority. The maximum number of Compensatory leaves that may be granted to a faculty member shall not exceed 10 days in an academic year. Compensatory leaves may be combined with Casual Leave or authorized public holidays subject to the condition that the total period of absence shall not exceed 10 days. Compensatory leaves may also be prefixed or suffixed to regular leave subject to usual conditions.

6.3 **Vacation Leave (VL)**

A faculty member can avail vacation or portion of vacation only after the formal order from the Principal. A faculty member has to forgo the vacation period in case of special orders from the authorities concerned. The eligible period of vacation is as follows:[implemented from the academic year2016-2017].

Category	Experience in the College	Summer Vacation	Winter Vacation
Teaching	One year completed	28 days	14 days
Non-teaching	One year completed	14 days	07 days

➤ The vacation leave shall be declared by the Institution taking into consideration the actual number of working days so that the minimum requirements of working days per semester as stipulated by the University from time to time is satisfied.

➤ Unavailed summer / winter vacation cannot be combined with subsequent summer vacation. Also surrendering of vacation period for "claim of salary" cannot be allowed.

6.4 Maternity Leave (MTL)

➤ Maternity leave may be granted to women faculty members without pay for a period of six months from pre-confinement rest to post confinement recuperation, at the option of the employee. The leave can be extended to another six months in case the faculty member faces any health issue which requires further rest under the instruction of the doctor. In this case, a medical certificate should also be produced.

➤ Maternity leave may not be combined with leave of any other kind.

6.5 On Duty (OD)

In addition to the leaves sanctioned to the faculty members On Duty is also provided to facilitate the following:

(i) Outside assignments like External Invigilation / University Representatives / Central valuation.

(ii) Conferences / Seminars / Workshops organized in other institutions.

(iii) Research work [implemented from the academic year 2015-2016]

The faculty members are eligible to avail 13 days OD in a semester out of which 6 days may be availed for attending exam duty, 3 days for attending Seminar / Conference / Workshop and 4 days for Ph.D. work.

The faculty members who have not yet registered for Ph.D. may avail 10 days OD for attending exam duty in a semester and 3 days for attending seminar / conference / workshop etc., The OD account will be closed at the end of every year. Any excess OD availed will be treated as CL or loss of pay.

6.6 Permission

The faculty members are given one hour permission twice in a month. The permission can be availed either in the morning or in the evening.

7. INCENTIVE SCHEMES FOR FACULTY & STUDENTS [implemented from the academic year 2018-2019].

The primary objective of the following incentive schemes is to motivate the faculty members to undertake quality research, consultancy and other research related activities.

➤ The Institution offers On-Duty and sponsors the faculty members to attend seminars, conferences, workshops, symposiums, and Faculty Development Programmes in order to be in par with the growing industry expectations

➤ Various National/ International Conferences, FDPs, and workshops are organized at KIT to facilitate professional growth

➤ Cash awards are given to the faculty members for producing higher grades and 100% results in End semester theory Examinations, in recognition of their dedicated efforts

➤ Institution funds each department for the procurement of equipment, instruments and software to enrich research facilities in the department

➤ The faculty members are recognized with additional increments in completion of Ph.D.

➤ Periodical increments are given to the faculty members based on the self-appraisal issued at the end of every year

➤ Qualified and Experienced faculty members are promoted to higher cadres periodically

➤ The staff members are encouraged to present paper in the National / International

Conferences and the Management gives financial assistance for Registration Fee and other travelling expenses**[implemented from the academic year 2015-2016]**

➢ Incentives are given to the faculty members for publishing the research paper in a reputed /refereed national/ international journal

➢ Faculty members who have taken efforts to write and publish books or monographs are encouraged by giving incentives. **[Implemented from the academic year 2016-2017].**

➢ The Faculty members are sponsored to attend Summer/Winter Schools and Faculty Development Programme organized at various Institutions

➢ KIT organizes Faculty Development Programmes for the existing and the new comers of the Institution to promote a congenial work place environment among the faculty members.