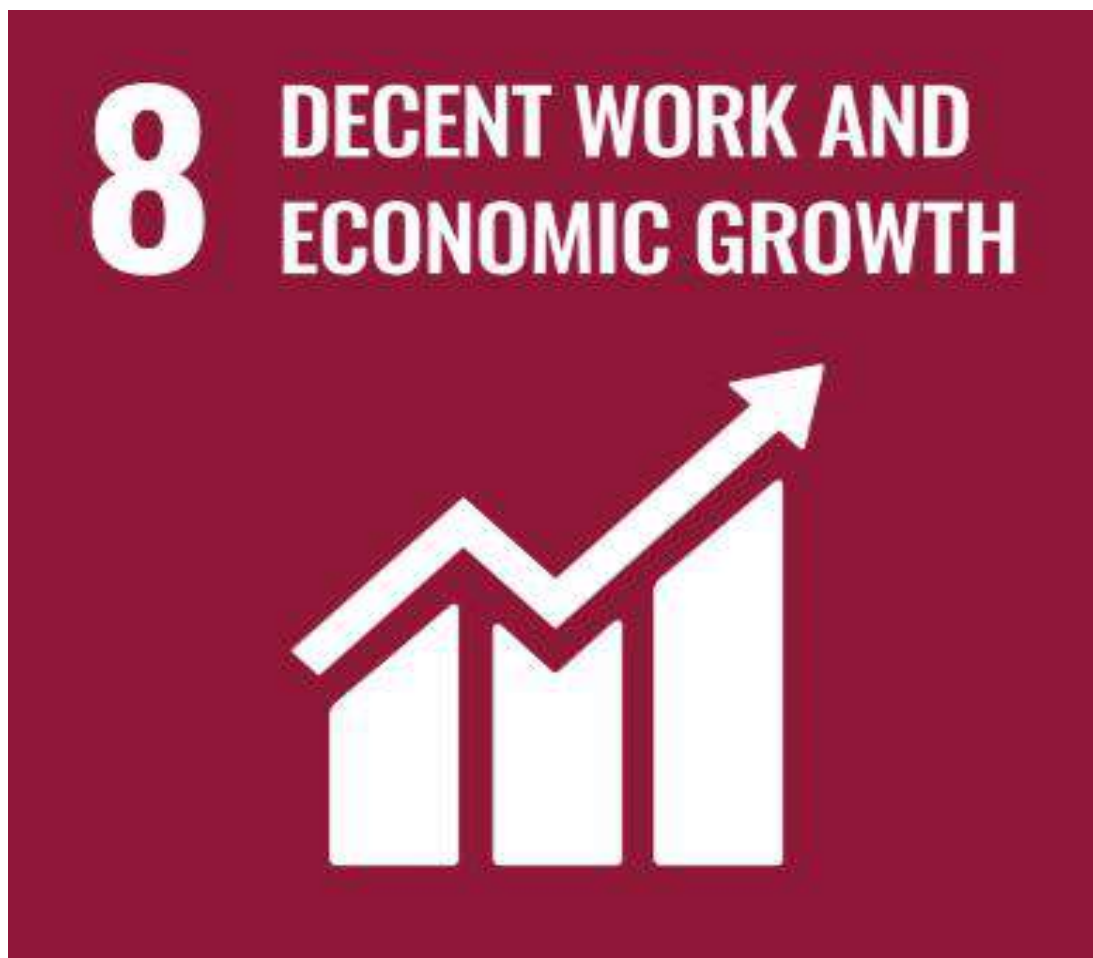




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SUSTAINABLE DEVELOPMENT GOALS – 08

DECENT WORK AND ECONOMIC GROWTH





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8.1 Institution Pay Structure

The **Institutional Pay Structure** at National Engineering College is designed to support the institution's vision of achieving excellence in education, research, and professional development by ensuring a fair, transparent, and performance-oriented compensation system. The HR Manual emphasizes that salary fixation, revisions, promotions, and incentives are linked to faculty qualifications, experience, responsibilities, and measurable contributions in academics, research, placements, consultancy, funded projects, patents, and institutional development. The pay structure is further strengthened through periodic performance appraisal, recognition and reward mechanisms, career advancement opportunities, welfare benefits, and continuous professional development, thereby motivating employees to align their individual performance with the institution's strategic goals and quality policy. This integrated approach ensures equitable compensation while fostering employee satisfaction, accountability, and sustained organizational growth.



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4. GOALS – SHORT TERM, LONG TERM AND QUALITY POLICY

SHORT TERM

- Respecting college students as budding engineers and scientists embarking adventure towards innovation and invention.
- Nurturing freedom of idea and expression and inspiring a experience of quest.
- To bring 100 % career settlement for students in Core, Product based and IT industries
- To put together college students for careers throughout an extensive variety of science, engineering, mathematics, and technology disciplines.
- To enhance the self-learning skills among the students
- To tie-up with national and international industries to create industry-ready students.

LONG TERM

- To enrich the potentials of training programme for grooming the technical and soft skills for the students
- To implement an efficient system that creates the scholars to induce involvement in improving professional and entrepreneurship skills with social and environmental importance

QUALITY POLICY

NEC is committed to the culture of quality through the process of continual monitoring and improvement by developing a student centric approach which provides a conducive teaching-learning and research environment with the ambience of creativity, wisdom and team spirit to orient the talents of students with human values for making a positive contribution to society.

This would be achieved by meeting legal, statutory and interested parties requirements.

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Manager – HR

1. Co-ordination of Policies / Norms - Formation and Implementation coordination for Establishment / Administrative / HR related activities / Work load Assessment coordination / Duties and Responsibilities coordination
2. Co-ordination for Recruitment of Teaching and Non-Teaching Staff
3. Co-ordination for Salary Fixation / Revision – Teaching and Non-Teaching New Staff Salary approvals / Salary Revision proposals for Ph.D., M.E.,
4. Bio-Metric attendance and coordination for salary preparation.
5. Higher Studies – Eligibility Verification / Management approvals / Formalities such as Application Processing, NOC, Service Certificates and Agreement execution
6. EPF / ESI / Gratuity Coverage Implementation – Recommendation, Consolidation and Approvals for Teaching and Non-Teaching
7. Co-ordination of Performance Appraisal for Teaching and Non-Teaching Staff
8. Co-ordination of Training and Development for Staffs – Training Need Identification / Approvals / Conducting of Training / Feedback on Improvement Monitoring coordination for Teaching and Non-Teaching

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13.SALARY POLICY

POSITIONS AND PAY SCALES

The College will have the following positions of hierarchy in the teaching departments:

- a. Director
- b. Principal
- c. Professors
- d. Associate Professors(SG)
- e. Associate Professors
- f. Assistant Professors(SG)
- g. Assistant Professors

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

The Scales of pay for various teaching positions will be as follows: As per AICTE norms

YEARLY INCREMENTS

- Staff Members are eligible for the increment in basic @ 3% in basic pay every year and as prescribed in the Institution.
- Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management

DEARNESS ALLOWANCE

- In addition to the Basic Salary, a monthly dearness allowance as fixed shall be extended to teaching faculties.
- Management can also decide other allowances for Professor, Principal and Special posts.


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Salary, Increment, and Scale of Pay norms

A. SCALE & PAY NORMS – ENGINEERING FACULTIES

I. Scale of Pay – As per AICTE Norms

II. HRA – AP - Rs.1000/- per month
AP(SG) - Rs.1200/- per month
Asso.Prof. to Prof. - Rs.1400/- per month

III. DA – Fresh

2 years experience

More than 2 years & Less than 3 years

More than 3 years & Less than 4 years

More than 4 years & Less than 5 years

Above 5 years

As per College norms

IV. Salary Fitment

Asst. Prof-Fresh		2 nd year Asst.Prof-I	
Basic Pay	15600	Basic Pay	15600
Increment 3%	-	Increment 3%	648
AGP	6000	AGP	6000
HRA	1000	HRA	1000
DA	3456	DA	4104
Total	26056	Total	26704

3 rd year Asst. Prof-II		4 th year Asst.Prof-III	
Basic Pay	16248	Basic Pay	16915
Increment 3%	667	Increment 3%	687
AGP	6000	AGP	6000
HRA	1000	HRA	1000
DA	4771	DA	5458
Total	28019	Total	29373

5 th year Asst. Prof-IV	
Basic Pay	17602
Increment 3%	708
AGP	6000
HRA	1000
DA	6166
Total	30768


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B. SCALE & PAY NORMS – SCIENCE & HUMANITIES FACULTIES

I. Pay Band – As per AICTE Norms

II. HRA –	AP	- Rs.1000/- per month
	AP(SG)	- Rs.1200/- per month
	Asso.Prof. to Prof.	- Rs.1400/- per month

III. DA – First year	
Second year	
Third year	As per College norms
Fourth year	
Fifth year	

IV. Salary Fitment

Asst. Prof-Fresh		2 nd year Asst.Prof-I	
Basic Pay	15600	Basic Pay	15600
Increment 3%	-	Increment 3%	498
AGP	1000	AGP	1000
HRA	1000	HRA	1000
DA	-	DA	498
Total	17600	Total	18098

3 rd year Asst. Prof-II		4 th year Asst.Prof-III	
Basic Pay	16098	Basic Pay	16611
Increment 3%	513	Increment 3%	528
AGP	1000	AGP	1000
HRA	1000	HRA	1000
DA	1011	DA	1539
Total	19109	Total	20150

5 th year Asst. Prof-IV	
Basic Pay	17139
Increment 3%	544
AGP	1000
HRA	1000
DA	2083
Total	21222


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8.2 Unions & Labour Rights

Several provisions **NEC Institutional & HR Manual** of the manual align with the broader principles of labour rights by promoting fair employment practices, employee welfare, equal opportunities, statutory compliance, grievance redressal, and social security benefits. The manual defines all categories of employees and establishes transparent HR policies covering recruitment, salary fixation, leave, promotion, performance appraisal, welfare, disciplinary procedures, and grievance handling. It also provides statutory benefits such as EPF, ESI, gratuity, leave provisions, and career development opportunities while emphasizing equitable compensation, professional growth, and safe working conditions. The presence of a formal grievance redressal mechanism and disciplinary procedures offers employees an institutional platform to resolve workplace issues, although this should not be interpreted as a substitute for the legal right to unionize under applicable labour laws. Overall, the manual reflects compliance with employee welfare and labour standards but does not contain provisions recognizing or regulating labour unions or collective bargaining within the institution.



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Amendment – 27.05.2014

The Gratuity benefit will be paid to the staff members only at the end of 62 years of age in case of satisfactory performance / competence as declared by competency evaluation committee.

Amendment – 07.03.2020

Existing

As per the retirement norms, the faculty members in all cadres will retire at 58 years of age and the gratuity will be paid to the faculty members in the cadre of Assistant Professor, Assistant Professor (SG) and Associate Professor at the end of 58 years of age. However, the faculty members in the cadre of Associate Professor (SG) and Professor have to appear before the Competency Evaluation Committee at the end of 58 years of age and thereafter till the end of 62 years of age for continuation of service every year from the 58 years to 62 years of age and the gratuity will be paid according to the retirement year.

Proposed

Now, it is proposed to amend the gratuity benefit as follows:

1. The gratuity benefit will be extended to the faculty members in all the cadre from Assistant Professor to Professor level on retirement.
2. Due to closure of any programme / section / department for various reasons, the gratuity benefits will be paid at the discretion of the management to the teaching and non-teaching staff members who have completed 5 years of service in the institution and a) who may be relieved or b) who opt for resignation citing the above reasons for a & b cases.

The gratuity will not be extended to the staff members who are relieved due to non-satisfactory performance / competence by the competence / performance evaluation committee or any other misconduct committed by them during the middle of service before retirement

2. Free Transport facilities scheme for Teaching and Non-Teaching

The teaching and non-teaching staff members are eligible to travel in the college bus during morning and evening hours from the day one of their joining and no charges will be paid by them

3. 'Issue of Uniform for Drivers, Attenders, Securities at free of cost

Based on the nature of job, some category of non-teaching staff members such as Drivers, Attender and Security are provided 2 sets of uniform at the end of the academic every year.



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4. Career advancement scheme for Teaching Staff (Promotion)

The staff members are eligible for promotion from one cadre to another cadre based on the promotion norms of the college. This is aimed at Empower and motivate staff members, Remain confident, Creating a positive work environment, Follow through with strategies or ideas, Build trust with other employees and organization, Volunteering for additional responsibilities, Helping other employees with tasks and projects

5. Group personal accident policy for Teaching and Non-Teaching Staff

The staff members will be covered under Group Personal Accident Policy from their date of joining and this provides 24 hours risk from any accidents and injuries arising out of accidents. The entire contribution for the Personal Accident Policy will be borne by the management

6. Maternity leave scheme for Female Staff

The female staff members are eligible for Maternity Leave with one month salary upto two children. They will be permitted to go on leave on loss of pay as per their wish and their health conditions based on the doctor's advice.

7. Medical leave scheme for Continued illness/Sickness

The staff members are being provided Medical Leave with salary due to their unexpected illness which warrants their absence from work as per the eligibility norms

8. Employees' Provident Fund for Teaching and EPF /ESI for Non-Teaching Staff Members

As a Social Security measure, the Employee Provident Fund Scheme for the teaching and non-teaching staff members as per the EPF Act and the Employees State Insurance Scheme for non-teaching staff members as per the ESIC Act are being provided to the eligible staff members.

1. The Teaching / Non-Teaching staff members will be covered by obtaining the Performance Report from the concerned HODs for the EPF coverage as per the EPF Act.
2. The non-teaching staff members are eligible for ESIC benefits as per the ESIC Act.
3. An undertaking from the faculty members, who have expressed their non-willingness to become a member of EPF will be obtained for submission of EPF authorities due to the salary limit as prescribed under the EPF Act.
4. The Employer's Contribution will be paid to the Staff members as per the EPF and ESIC Act

9. Staff Quarters scheme for Teaching and Non-Teaching Staff

The teaching and non-teaching staff members who wish to stay in our college quarters are permitted to stay and it will be provided based on the availability, nature of work and job responsibilities. As a welfare measure, it will be provided on no rental basis and it is free quarters for them



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10. Hostel accommodation for Teaching and Non-Teaching Staff members

The Hostel accommodation in Gents and Ladies Hostel is provided for the staff members who are residing outside the College campus and wish to stay in college hostel.

11. Festival Advance scheme for Teaching and Non-Teaching Staff

The teaching and non-teaching staff members who have served a minimum of one year service with the institution are eligible for Festival advance to the maximum of Rs. 15000/- and it will be deducted in four equal installments.

12. Loan assistance scheme from Indian Overseas Bank at nominal rate of interest for Teaching and Non-Teaching Staff

In order to facilitate the staff members in getting loans from the bank for their various needs, the Salary Certificate is being issued to the eligible staff members who are covered under EPF Act.

Programs dated 08.09.2022

On the eve of “Weekly Iron Folic Acid Supplementation Day (WIFS DAY)”, National Service Scheme (NSS) organized “Women’s Health Awareness Program” on 08.09.2022 by 3.30 pm at college Auditorium. Dr.M.Rajeswari, M.B.B.S., D.G.O., Gynaecologist, Government Hospital, Kovilpatti is the chief guest and distributed IFA Tablets and Sanitary Pads distributed for all students


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8.3 Anti-discrimination Policy

Anti-discrimination Policy prohibits discrimination based on characteristics such as gender, religion, caste, race, disability, or other protected categories. However, the manual incorporates several provisions that support the principles of an anti-discrimination framework. Recruitment and salary fixation are carried out through structured selection procedures in accordance with AICTE and University norms, while promotions are based on clearly defined eligibility criteria, qualifications, experience, performance appraisal, research contributions, and institutional requirements rather than arbitrary factors. The manual also emphasizes impartial implementation of institutional systems, equitable disciplinary procedures, grievance redressal mechanisms, employee welfare schemes, and professional conduct that promotes respectful interpersonal relationships among staff and students. These provisions contribute to a fair and inclusive workplace by encouraging equal treatment, transparency, and merit-based decisions, although the document does not explicitly define or prohibit discriminatory practices through a dedicated anti-discrimination policy.

8.4 Labour Policy

Labour Policy incorporates several provisions that reflect the principles of a sound labour policy through compliance with statutory regulations and structured human resource practices. It establishes transparent policies for recruitment, appointment, salary fixation, leave, probation, promotion, retirement, disciplinary procedures, and grievance redressal, ensuring fair and consistent treatment of employees. The manual also provides statutory employee benefits such as Provident Fund (PF), Employee State Insurance (ESI), gratuity, various leave entitlements, and welfare measures while promoting safe working conditions, professional development, and performance-based career advancement. Furthermore, the institution emphasizes adherence to AICTE, Anna University, and applicable government norms in managing its workforce. Collectively, these provisions demonstrate the institution's commitment to fair employment practices, employee welfare, legal compliance, and ethical human resource management, although the document does not explicitly define a comprehensive labour policy.



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11. HUMAN RESOURCE POLICY / SYSTEM

PREAMBLE

The Management and Principal understand that the college should have effective human resource policy right from recruitment to retirement. Since laws concerning employment issues are constantly changing, it is important that our policies are updated from time to time and all the employees are kept abreast of them.

This Manual does not supersede the requirements of the statutory / non-statutory bodies like AICTE, UGC, Anna University or any other relevant body. It is aimed at ensuring that National Engineering College, K.R.Nagar, Kovilpatti adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This Human Resource Policy aims at to develop consistent policies and procedures. Hopefully this will prove to be a useful tool to department heads / all faculties / all supporting staff members and all other employees as well as begin to establish uniform policies and procedures for our personnel.

The Management is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy during each term in order to know the policy updates made from time to time. Updates will also be informed to employees through circulars by emails. Any update is made as and when required with the permission of the management of the institute and as per the statutory requirements.

A sincere effort has been made to create human resource policies anticipating future needs and issues in a manner easy to understand for most users. Effective contributions to work towards the policies are expected from all the employees.

Any ambiguity / clarifications / doubts that arise out of the interpretation of the text of these policies shall be cleared through the rules and regulations lay down by Anna University / Management. In case of conflict of rules laid down by AICTE, DOTE and Anna University a proper decision on a specific matter is left to the sole discretion of the Principal / Director / Management. These policies shall not remain a sacred document and may be subject to periodic amendments depending on the needs that arise from time to time.


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11.a. GENERAL POLICIES

i. Security & Vigilance on campus:

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. College has also installed cameras in prominent & important locations and Patrolling devices for outdoor security monitoring purposes.

ii. Biometric Attendance facility:

Every staff member of this college is required to register the fingerprint / face reader in biometric machine and must record attendance through this system. This Biometric system is implemented not only for monitoring attendance, but also for security / safety reasons.

iii. ID-Card Policy teaching faculty, non-teaching staff and student community:

The staff, students must wear ID-Card inside the campus. If any particular student or staff member is found without ID-card, disciplinary action will be taken against him / her.

iv. Private Coaching / Inside, Outside Employment Policy:

No staff should be involved in carrying out their personal business, commercial related work during the working hours and inside the campus. Also no staff permitted to have private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken on such staff members. No sharing of any academic / administrative matters / evidences to other colleges / friends is permitted.

v. Internet Facility policy:

Staff of NEC must use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through NEC internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

vi. Non-smoking, non-alcohol and no-tobacco chewing policy:

At NEC, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

vii. Keys deposition Policy:

College main office keys are deposited in the security office. Department key are deposited in the college office keyboard. Department classroom, labs, staff room keys are deposited in the department office keyboard. This hierarchy is followed by everyone in the college. Also staff members are authorized to close and lock the rooms. In case of any other work carried out in the departments, the keys are to be handover at security office after office hours.


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viii. Vehicle parking policy:

- a. For staff members: All the staff members are required to park preferably at the designated parking slots for proper management.
- b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.

8.5 Outsourcing Worker Rights

Based on the **NEC Institutional HR Manual**, there is **no explicit policy addressing outsourced or contract worker rights**. The manual primarily focuses on the employment conditions, benefits, responsibilities, and career progression of regular institutional employees. It outlines structured policies for recruitment, appointment, salary administration, leave, performance appraisal, welfare benefits, disciplinary procedures, and grievance redressal applicable to the institution's workforce. While these provisions demonstrate the institution's commitment to fair employment practices and employee welfare, the document does not contain specific guidelines on the engagement, working conditions, wages, social security, occupational safety, grievance mechanisms, or legal protections for outsourced personnel employed through third-party agencies. Therefore, the HR Manual does not explicitly establish a framework for outsourcing worker rights, and any such rights would likely be governed by applicable labour laws and the contractual agreements between the institution and the outsourcing agency rather than by the provisions of the manual itself.



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Maintenance Engineer

1. Must be available in the campus and be on duty for 6 days/week; discharges the duties under directions of the principal.
2. Supervises, executes the works in all civil, gardening, STP, Fire safety and cleaning according to the norms and standards.
3. Takes care the sanitation/public health units of the institute and exercise control over the civil contract workers; he must ensure compliance of the all provisions of the labor laws and/or guidelines of the regulatory authorities in respect of the workers engaged by the working contractors in the institute or workers hired through approved agencies.
4. Coordination with Trust staff members for the inspection of buildings structures, roads, etc. under his charge as often as necessary and examine their condition from safety and maintenance point of view and take/suggest necessary action.
5. Prepares progress reports on on-going work and report the same to the authorities of the institute on a daily / monthly basis.


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6. Ensures the successful achievement of the targets fixed for completion of each project/works with due consideration for speed and economy of scale and/or proper maintenance of building structures, water supply channels and regular maintenance STP, fire safety and ensuring proper use of the same.
7. Suggests the Principal in all technical matters and ensure that all works executed by him as per his requirement.
8. Executes any other works assigned from time to time.

Transport Officer

1. Responsible for arrangement of transport for students and staff from College to Designated places & vice versa.
2. Responsible for periodical maintenance of all the buses.
3. Responsible for a periodical check of the log books maintained by the drivers.
4. Responsible to inform the principal at any major repair of college vehicle / sale of expiry vehicle.
5. Responsible for the purchase of new vehicle.
6. Responsible for the transport for the staff and students for any educational tours and visit Sports competitions etc.,
7. Responsible for time management of buses.
8. Responsible for timely payment of Insurance / Taxes.
9. Responsible for getting vision certificate at appropriate time.
10. Responsible for timely arrangement of obtaining Fitness Certificate.

Security Officer

1. Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
2. Monitors Material movement in and out of the premises.
3. In charge for monitoring the persons inside the campus; verifying the ID Cards.
4. Ensures the Contract labourers wear Contract badge during working hours within the campus.
5. To ensure that the staff members / students are riding with slow speed and wearing of helmets inside the campus.
6. To monitor all the securities through patrolling device / system in night shift.
7. To monitor the bus drivers and others in consuming alcohol through alcohol detector


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8.6 Pay Policy

The institution has a well-defined **Pay Policy** that promotes equitable, merit-based, and performance-oriented compensation for both teaching and non-teaching staff. The manual specifies that salary fixation is based on market demand, qualifications, relevant experience, and performance during the recruitment process, while salary revisions, increments, and promotions are linked to higher qualifications, performance appraisal outcomes, job responsibilities, and institutional requirements. The HR Manager coordinates salary fixation, salary revisions, and payroll administration, and the Principal oversees pay fixation and promotions to ensure consistency and transparency. In addition to regular pay, the policy includes dearness allowance (DA), statutory benefits such as EPF, ESI, and gratuity, eligible increments during higher studies, travel and duty allowances, and welfare measures that support employee retention and motivation. The manual also defines the calculation of pay, regulates salary adjustments for leave on loss of pay (LLP), and emphasizes fair remuneration aligned with career advancement, professional development, and institutional performance. Overall, the pay policy reflects the institution's commitment to transparent compensation, employee welfare, and recognition of merit while supporting long-term organizational growth and staff retention.

8.7 Pay Equity

The institution supports the principles of **pay equity** through a structured, transparent, and merit-based compensation system, although it does **not contain an explicit Pay Equity Policy** or specific provisions guaranteeing equal pay for equal work. The manual indicates that salary fixation is determined using objective criteria such as educational qualifications, relevant experience, job responsibilities, market demand, and institutional requirements. Salary revisions, annual increments, and promotions are linked to performance appraisal, higher qualifications, research contributions, and career advancement rather than arbitrary or discriminatory factors. The HR Manager is responsible for salary administration, while the Principal oversees pay fixation and promotions to ensure consistency and fairness across the institution. Additionally, the manual provides uniform access to statutory benefits, including EPF, ESI, gratuity, leave entitlements, and welfare schemes for eligible employees. These provisions promote



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equitable compensation and transparency in remuneration practices; however, the document does not explicitly address equal pay across gender or other protected characteristics through a dedicated pay equity policy.

20. PROMOTION POLICY

20.a.Policy

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- A well defined promotion policy / norms for teaching and non-teaching staff members from one post to another post for staff career advancement are available.
- Whenever a vacancy arises, the internal existing staff members will be given preference and in case of non-availability of suitable candidates, then such vacancy will be filled up through external advertisement.
- Employees are encouraged to apply for any position for which they are qualified as per the promotional norms of the college
- When an employee is promoted may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.
- A faculty / non-teaching staff desiring of promotion as per promotion norms to a higher post need to appear for presentation / interview with necessary proof for claim in front of the Staff Promotion Committee appointed by the Management and only on the recommendations of the said committee he /she is granted promotion.


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20.b. PROMOTIONAL NORMS OF ENGINEERING TEACHING FACULTIES

S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	a.M.E with 6 years of experience as Assistant Professor Or b. Ph.D with 4 years of experience as Assistant Professor Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.	a. For faculty joined with M.E: Completed Ph.D. with 2 SCI publication during Ph.D and one SCI post Ph.D publication b. For faculty joined with Ph.D: 3 SCI publications. Submission of one research project proposals to a central funding agency. (or) one patent published.
2	Associate Professor	a.5 years of experience as AP(SG) after the completion of Ph.D Or b. Ph.D with 13 years of experience in Teaching as Assistant Professor/ Assistant Professor (SG) Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.	2 publications in the SCI journals every year after the completion of Ph.D. Guiding 2 part-time/1 full-time scholar as supervisor Principal Investigator/Co-Investigator for a funded research project Or Completed consultancy work worth of 1 lakh (or) two patents published.
3	Professor	3 years of experience as Associate Professor Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last five consecutive years.	Three publications in the SCI Journals every year. Produced 2 Ph.D. Completed one funded research project as Principal Investigator Or Completed consultancy work worth 2 lakhs (or) three patent published and one patent granted
	Note: Faculty members with minimum qualification requirements will be suitably considered for promotion based on the vacancy in the particular cadre in the department. They have to appear before the interview committee and decision of the interview committee will be the final.		

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20.b. PROMOTIONAL NORMS OF SCIENCE & HUMANITIES TEACHING FACULTIES

S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	❖ Ph.D with 4 years of experience as Assistant Professor ❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.	3 SCI publications in last 4 years Submission of one research project proposals to a central funding agency. (or) one patent published.
2	Associate Professor	❖ 5 years of experience as AP(SC) ❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.	2 publications in the SCI journals every year after the completion of Ph.D. Guiding 2 part-time/1 full-time scholar as supervisor Principal Investigator/Co-Investigator for a funded research project or Completed consultancy work worth of 1 lakh (or) two patents published.
3	Professor	❖ 3 years of experience as Associate Professor ❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last five consecutive years.	Three publications in the SCI Journals every year. Produced 2 Ph.D. Completed one funded research project as Principal Investigator or Completed consultancy work worth 2 lakhs (or) three patent published and one patent granted
	Note: Faculty members with minimum qualification requirements will be suitably considered for promotion based on the vacancy in the particular cadre in the department. They have to appear before the interview committee and decision of the interview committee will be the final.		

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8.8 Employee Rights and Pay

The institution recognizes **employee rights and fair pay** through comprehensive human resource policies, although it does **not contain a dedicated "Employee Rights and Pay Policy"**. The manual safeguards employee rights by establishing transparent procedures for recruitment, appointment, probation, confirmation, promotion, leave, performance appraisal, grievance redressal, disciplinary action, and retirement. It also ensures access to statutory benefits such as EPF, ESI, gratuity, leave entitlements, and other welfare measures in accordance with applicable regulations. With respect to pay, the manual provides a structured compensation framework where salary fixation, increments, promotions, and allowances are determined based on objective criteria including qualifications, experience, job responsibilities, performance, and institutional requirements. The HR Manager administers payroll and salary revisions, while the Principal oversees pay fixation and career advancement to ensure consistency and transparency. Together, these provisions demonstrate the institution's commitment to protecting employee rights, providing equitable remuneration, ensuring legal compliance, and fostering a supportive work environment that promotes professional growth, employee welfare, and organizational excellence.



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12. STAFF WELFARE POLICY

1. Staff Welfare Scheme means “the efforts to make life worth living for the staff members. It is meant that anything done for the comfort and improvement, intellectual or social, of the staff members over and above the wages paid.
2. Staff Welfare measures may be both voluntary and statutory. It is a comprehensive term including various services, facilities and amenities provided to staff members for their betterment
3. It helps to improve the morale of the employees and reduces employee turnover
4. Staff Welfare measures help to improve the goodwill and public image of the institution
5. Staff Welfare measures leading to the staff members to work with full enthusiasm and energetic behavior which results in the increased commitment.
6. Due to the welfare measures, the employees feel that the management is interested in taking care of the staff members that result in the sincerity, commitment and loyalty of the employees towards the organization.
7. It creates a culture of work involvement in organizations and society which ensure higher achievements and greater job satisfaction to the employees.
8. The welfare measures aim at integrating the socio-psychological needs of employees, the unique requirements of a particular technology, the structure and processes of the organization and the existing socio cultural environment.
9. The staff family tour, complement once in a year will be extended to all the staff members through staff club.
10. The IOB ATM is established in NEC campus for staff members
11. Selvamagal Savings Scheme in K.R. Nagar Post office

The Welfare scheme for the staff members are as follows:

1. Group Gratuity scheme for Teaching and Non-Teaching Staff

- i. The Group Gratuity scheme will be extended to all staff members
- ii. The entire contribution for the Group Gratuity scheme will be borne by the management
- iii. The Group Gratuity scheme is one of the retirement benefits and it will be paid on the following circumstances
 - a. On attainment of superannuation age
 - b. On satisfactory completion of prescribed service
 - c. Unable to continue the services due to unexpected / unforeseen incident or death
- iv. In case of death the Gratuity amount of the staff will be paid to his / her / spouse / legal heirs

Amendment – 27.05.2014

Since, this Group Gratuity Scheme is one of the retirement benefits, it is proposed to pay herein after the surrender value/maturity value to the employee on any one of the following conditions:

- i) Attains the Superannuation age or completes the service satisfactorily
- ii) Unable to continue his/her service due to unforeseen incident



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- iii) Declared Unfit by the Competency Evaluation Committee to perform the duties after attaining the age of 58 years in the post of Associate Professor (SG) / Professor
- iv) Death while in service (will be paid to spouse/ legal heir)

Amendment – 27.05.2014

The Gratuity benefit will be paid to the staff members only at the end of 62 years of age in case of satisfactory performance / competence as declared by competency evaluation committee.

Amendment – 07.03.2020

Existing

As per the retirement norms, the faculty members in all cadres will retire at 58 years of age and the gratuity will be paid to the faculty members in the cadre of Assistant Professor, Assistant Professor (SG) and Associate Professor at the end of 58 years of age. However, the faculty members in the cadre of Associate Professor (SG) and Professor have to appear before the Competency Evaluation Committee at the end of 58 years of age and thereafter till the end of 62 years of age for continuation of service every year from the 58 years to 62 years of age and the gratuity will be paid according to the retirement year.

Proposed

Now, it is proposed to amend the gratuity benefit as follows:

1. The gratuity benefit will be extended to the faculty members in all the cadre from Assistant Professor to Professor level on retirement.
2. Due to closure of any programme / section / department for various reasons, the gratuity benefits will be paid at the discretion of the management to the teaching and non-teaching staff members who have completed 5 years of service in the institution and a) who may be relieved or b) who opt for resignation citing the above reasons for a & b cases.

The gratuity will not be extended to the staff members who are relieved due to non-satisfactory performance / competence by the competence / performance evaluation committee or any other misconduct committed by them during the middle of service before retirement

2. Free Transport facilities scheme for Teaching and Non-Teaching

The teaching and non-teaching staff members are eligible to travel in the college bus during morning and evening hours from the day one of their joining and no charges will be paid by them

3. Issue of Uniform for Drivers, Attenders, Securities at free of cost

Based on the nature of job, some category of non-teaching staff members such as Drivers, Attender and Security are provided 2 sets of uniform at the end of the academic every year.



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4. Career advancement scheme for Teaching Staff (Promotion)

The staff members are eligible for promotion from one cadre to another cadre based on the promotion norms of the college. This is aimed at Empower and motivate staff members, Remain confident, Creating a positive work environment, Follow through with strategies or ideas, Build trust with other employees and organization, Volunteering for additional responsibilities, Helping other employees with tasks and projects

5. Group personal accident policy for Teaching and Non-Teaching Staff

The staff members will be covered under Group Personal Accident Policy from their date of joining and this provides 24 hours risk from any accidents and injuries arising out of accidents. The entire contribution for the Personal Accident Policy will be borne by the management

6. Maternity leave scheme for Female Staff

The female staff members are eligible for Maternity Leave with one month salary upto two children. They will be permitted to go on leave on loss of pay as per their wish and their health conditions based on the doctor's advice.

7. Medical leave scheme for Continued illness/Sickness

The staff members are being provided Medical Leave with salary due to their unexpected illness which warrants their absence from work as per the eligibility norms

8. Employees' Provident Fund for Teaching and EPF /ESI for Non-Teaching Staff Members

As a Social Security measure, the Employee Provident Fund Scheme for the teaching and non-teaching staff members as per the EPF Act and the Employees State Insurance Scheme for non-teaching staff members as per the ESIC Act are being provided to the eligible staff members.

1. The Teaching / Non-Teaching staff members will be covered by obtaining the Performance Report from the concerned HODs for the EPF coverage as per the EPF Act.
2. The non-teaching staff members are eligible for ESIC benefits as per the ESIC Act.
3. An undertaking from the faculty members, who have expressed their non-willingness to become a member of EPF will be obtained for submission of EPF authorities due to the salary limit as prescribed under the EPF Act.
4. The Employer's Contribution will be paid to the Staff members as per the EPF and ESIC Act

9. Staff Quarters scheme for Teaching and Non-Teaching Staff

The teaching and non-teaching staff members who wish to stay in our college quarters are permitted to stay and it will be provided based on the availability, nature of work and job responsibilities. As a welfare measure, it will be provided on no rental basis and it is free quarters for them


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10. Hostel accommodation for Teaching and Non-Teaching Staff members

The Hostel accommodation in Gents and Ladies Hostel is provided for the staff members who are residing outside the College campus and wish to stay in college hostel.

11. Festival Advance scheme for Teaching and Non-Teaching Staff

The teaching and non-teaching staff members who have served a minimum of one year service with the institution are eligible for Festival advance to the maximum of Rs. 15000/- and it will be deducted in four equal installments.

12. Loan assistance scheme from Indian Overseas Bank at nominal rate of interest for Teaching and Non-Teaching Staff

In order to facilitate the staff members in getting loans from the bank for their various needs, the Salary Certificate is being issued to the eligible staff members who are covered under EPF Act.

Programs dated 08.09.2022

On the eve of “Weekly Iron Folic Acid Supplementation Day (WIFS DAY)”, National Service Scheme (NSS) organized “Women’s Health Awareness Program” on 08.09.2022 by 3.30 pm at college Auditorium. Dr.M.Rajeswari, M.B.B.S., D.G.O., Gynaecologist, Government Hospital, Kovilpatti is the chief guest and distributed IFA Tablets and Sanitary Pads distributed for all students


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20. PROMOTION POLICY

20.a.Policy

- A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- A well defined promotion policy / norms for teaching and non-teaching staff members from one post to another post for staff carrier advancement are available.
- Whenever a vacancy arises, the internal existing staff members will be given preference and in case of non-availability of suitable candidates, then such vacancy will be filled up through external advertisement.
- Employees are encouraged to apply for any position for which they are qualified as per the promotional norms of the college
- When an employee is promoted may receive appropriate pay/remuneration based on an employee's exceptional experience and/or education and job responsibility.
- A faculty / non-teaching staff desiring of promotion as per promotion norms to a higher post need to appear for presentation / interview with necessary proof for claim in front of the Staff Promotion Committee appointed by the Management and only on the recommendations of the said committee he /she is granted promotion.

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20.b. PROMOTIONAL NORMS OF ENGINEERING TEACHING FACULTIES

S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	a.M.E with 6 years of experience as Assistant Professor Or b. Ph.D with 4 years of experience as Assistant Professor Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.	a. For faculty joined with M.E: Completed Ph.D. with 2 SCI publication during Ph.D and one SCI post Ph.D publication b. For faculty joined with Ph.D: 3 SCI publications. Submission of one research project proposals to a central funding agency. (or) one patent published.
2	Associate Professor	a.5 years of experience as AP(SG) after the completion of Ph.D Or b. Ph.D with 13 years of experience in Teaching as Assistant Professor/ Assistant Professor (SG) Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.	2 publications in the SCI journals every year after the completion of Ph.D. Guiding 2 part-time/1 full-time scholar as supervisor Principal Investigator/Co-Investigator for a funded research project Or Completed consultancy work worth of 1 lakh (or) two patents published.
3	Professor	3 years of experience as Associate Professor Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last five consecutive years.	Three publications in the SCI Journals every year. Produced 2 Ph.D. Completed one funded research project as Principal Investigator Or Completed consultancy work worth 2 lakhs (or) three patent published and one patent granted
	Note: Faculty members with minimum qualification requirements will be suitably considered for promotion based on the vacancy in the particular cadre in the department. They have to appear before the interview committee and decision of the interview committee will be the final.		

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S.No.	Name of the Post	Minimum Qualification/Requirement	Preferable Qualifications/Requirements
1	Assistant Professor (Senior Grade)	❖ Ph.D with 4 years of experience as Assistant Professor ❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last three consecutive years.	3 SCI publications in last 4 years Submission of one research project proposals to a central funding agency. (or) one patent published.
2	Associate Professor	❖ 5 years of experience as AP(SC) ❖ Should have scored above the threshold level mark in the faculty performance appraisal evaluation for the last four consecutive years.	2 publications in the SCI journals every year after the completion of Ph.D. Guiding 2 part-time/1 full-time scholar as supervisor Principal Investigator/Co-Investigator for a funded research project or Completed consultancy work worth of 1 lakh (or) two patents published.
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SDG Member


SDG Co-Ordinator


Principal