

**K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM 630 612.**

**Sponsored by**

**K.L.N. SOURASHTRA COLLEGE OF ENGINEERING COUNCIL,**

**69 South Veli Street, Madurai – 625 001.**

**POLICIES for Staff Salary, Benefits, Incentives and Common facilities**

**A. STAFF SALARY POLICY:**

1. Staff report to the Department / Sections / Office on working Days and enter his/ her attendance through Biometric System. Staffs produce their Saving Bank account number of State Bank of India after joining duty in the college. In case of any default of attending duty without any prior intimation, or exceeding the available leave as per norms, these days will be considered as Leave on Loss of Pay (LLP).

2. At the end of the month, staff submits stamped and signed down loaded Pay slip from college website to the Account Section for current month. However those who are not able to do the above, they will sign in the acquaintance register available in the account section during last 3 days of the month. So as to Transfer Salary after deducting the PF and other Dues to the individual Bank Account of SBI on the 1<sup>st</sup> working day of the next month. If the 1<sup>st</sup> day of the month is Holiday, the salary will be credited in the Individual SB account on the last Working Day of the Current Month.

3. Provident Fund contribution:

Staff are covered under Employee Provident Fund Scheme at 12% of the salary limited to Rs.1,800/- is deducted from the salary of the staff every month towards Provident Fund and its equal Provident Fund contribution of employer, every month are credited in the respective staff PF account.

1. Under Employee Provident Fund Scheme, the Management PF contribution of 3.67% and 8.33% are allotted in EPF a/c and Family Pension Scheme respectively for the concerned staff.

2. The Details of EPF a/c Status of the Individual Staff can be viewed in our College website by login through their individual Universal Account Number (UAN).
3. This Provident Fund Scheme is not applicable to the staff whose age is equal and more than 58 years.

**Staff Benefits:**

1. Below Gross Salary Rs.10,000/- Free Bus facility
2. Concessional Bus fare for staff above Rs.10,000/- Gross Salary
3. Star Health Accident Policy – Sum Assured Rs.5,00,000/-
4. Star Health Medi - Claim Policy – Sum Assured Rs.2,00,000/-
5. Health Care Centre – Free Medical First – Aid
6. Deepavali Advance to staff below Gross Salary Rs.25,000/-
7. Interest Free Loan for Marriage, Medical Expenses & Children Education
8. Co-optex Stall & Purchase facility on credit basis of 6 months.
9. Deepavali Gift-every year
10. Driver, Conductor – Batta and Free Breakfast and Lunch
11. Sponsor staff for Higher Studies with pay ( Full Time / Part Time)
12. Free Uniform given to Driver, Conductor, Sweeper and Scavenger, Watchman
13. Free shoe given to Watchman
14. Wi-fi enabled zone.

### Staff Incentives:

1. Encashment of unutilized Casual Leave, Earned Leave for Teaching & Non-Teaching staff with Certain Norms.
2. In addition, Cash Award of Rs.1,500/- for 100% Attending the duty
3. Cash Award Rs 1500 / per course for producing 100% Result in the Anna university Examinations
4. On-Duty (Remunerative& Non-Remunerative) given for Consultancy, FDP, Workshop
5. Incentive to guide Ph.D Scholars part time / full time at KLNCE.
6. Education / Personal Loan for Higher Education, Participation in Overseas conference and programs with certain norms.
7. Incentive for Journal Publications (National / International)

### Common Facilities:

1. ATM Facility inside campus
2. Post Office facility inside campus
3. Long Service Certificate and Gift for staff members with more than 10 Years of Experience in KLNCE
4. Ambulance Facility during emergency
5. Library Books for reference given to Teaching, Supporting, Admin Staff



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