6.2.2 REPORT ON RECRUITMENT, PROMOTIONAL RULES AND POLICIES

Governing Body

The governing body consists of 19 members-1 Chairman, 1 Vice Chairman, 1 Honorary Secretary, 1 Joint Secretary, 1 Honorary Treasurer, 10 members, 1 Government Representative, 1 University Representative, Principal and 1 Staff Representative.

Administrative setup

The treasurer, the governing body members and the principal form the nuclear of the administration with the former being the final authority in all financial matters. Principal presents the financial budget to the treasurer and endorses the same. The principal will look into to the day-to-day running of the college. She along with the core team members, departmental heads, IQAC coordinator and the team of non- teaching staff will discharge the duties.

Functions of various bodies

Various committees are formed like Hostel committee, Student Advisory Committee, Placement committee, Library committee, Anti ragging committee, Alumni committee, Time table committee, etc. Each committee does its work efficiently

RECRUITMENT POLICY:

The Institutions periodically reviews the requirement of teaching and non-teaching staff keeping in view the Regulatory norms and recruitments are made accordingly. The teaching staff is normally recruited through a Selection Committee. The policy of the Institutions is to regularly fill all the vacancies and maintain the staff student ratio as it would ensure academic excellence. Furthermore, it is mandatorily required to provide training, orientation, subject updating and qualification improvement for all the faculty at regular intervals or whenever the need arises. While some of these programmes are sponsored by the institution, the faculty must takeup other. In case of vacancies arising out of resignations or terminations, ad-hoc appointments are made with the approval of the Governing Body.

1. **RECRUITMENT PROCESS:**

Normally vacancies arise whenever a new course is started or due to vacancies arising due to retirements, attrition or death. At times the Regulatory bodies stipulate different staff student's ratio. Once vacancies are identified in the institution, approval is obtained from Hon. Secretary to fill up the vacancy. Generally the recruitment process is made as hereunder:

a) **Advertisement:**

The advertisement is released specially for teaching positions at the beginning of academic year in the newspaper briefly and the detailed information is placed on institution website. The applications received in time are scrutinized and selection is made based on their eligibility, marks obtained, experience and their performance during the time of interview before the recruitment committee. The recruitment committee consists of Chairman, Hon. Secretary, Principal, and Subject Expert from the University.

b) **Walk-in Applications:**

Some of the applicants may send their profiles /CVs in anticipation of positions in the college that are likely to arise. Such applications are kept in the data bank and as and when suitable positions arise, they are called depending upon suitability. The applications received in response to the advertisement are scrutinized and eligible candidates and the applicants in data bank are interviewed on the prescribed date. The suitable /selected candidates list prepared for appointment by the Chairman and shall be sent to Hon. Secretary for approval.

2. **RECRUITMENT COMMITTEE**:

The recruitment Committee is constituted depending on the nature of posts, designations and University/ Board norms. The Chairman, Hony. Secretary, Principal, Head of the Department, subject Experts, University nominees etc. will be the members. . The University norms shall be scrupulously followed in this regard. This committee shall scrutinize the applicant's qualifications, their proficiency and suitability for the job and select them. The committee issues the selection proceedings. The committee shall also decide the waiting list selected candidates for future use, if any, the Hony. Secretary shall release the appointment letter clearly mentioning the terms and conditions, probation period, terms of confirmation, salary/scale of pay, joining time and all other benefits.

3. **MINIMUM EDUCATIONAL QUALIFICATIONS:**

Educational qualifications and experience norms for teaching staff are as defined by the UGC as well as AICTE. The UGC and AICTE have defined minimum educational qualifications for teaching positions for under-graduate and post-graduate courses. All the regulations stipulated by these regulatory bodies including the affiliating University in terms of educational qualifications are followed for recruiting or promoting the faculty in our institution.

4. JOB RESPONSIBILITY:

The responsibility of various faculty positions are designed in line with the Vision and Mission of the Institution.

I. Academic:

- Classroom teaching with modern aids.
- Lab instruction and demonstration with master readings
- Student evaluation and all work pertaining to conduct of examinations.
- Development of laboratory, curriculum and resource material by using modern techniques
- Student guidance, counselling, personality and overall character development
- To prepare, provide, generate and disseminate knowledge in the interest of the students
- Career development through Development Programme, Professional Association, Knowledge and Skills Development.

II. R&D:

- R&D activities through projects and research guidance
- Promotion of institute-industry interaction

III. Administration/Management:

- Planning, designing and development of new programmes and promotional activities
- Mobilizing resources for the institution
- Administration both at departmental and institutional levels
- Development, administration and management of institutional facilities
- Monitoring and evaluation of academic and research activities
- Participation in policy planning for development of technical education
- Design, develop, update and maintain MIS implementation

- Maintain accountability
- Conduct performance appraisal
- Make sound financial decisions and establish systems for long term sustainability of institution.
- Ensure adherence to Risk, Audit and Compliance policies.
- Development of Talent and planning for succession.

IV. Extension:

- Extension services by interacting with Society/Community
- Provide technical support in areas of social relevance
- Promotion of entrepreneurship and job creation
- Encourage students to take up live projects to cater societal needs/ Public welfare programmes by the Government.

E) PROBATION:

The selected candidates shall join the institution in time after submitting their original certificates and deposit them for Governing Body verification. The probation period is for all freshly recruited employees in all categories. The probation period is for one academic year from the date of joining of the employee. However, if the employee for some reason cannot be regular in completing one year of continuous service, the probation period will get extended proportionately.

The Management of the Institution reserves right of termination of the services of the employee without notice during the period of probation. During the period of probation, the employee cannot claim any regular employment and other benefits. The Principal will forward a performance and recommendation note to the Management for approval and confirmation of services, after the probation period.

F) CONFIRMATION OF SERVICES:

The confirmation of services means an employee who has completed successfully the probation period and taken to rolls as regular employee on par with others. The Principal will prepare a performance appraisal with necessary indicators of work performance, grading his/her work, attitude and aptitude to work, behavior with co-workers etc. The performance appraisal shall give clear picture of the employee and specifically recommend for regularization of his services. The Management, Chairman and Hon. Secretary, is the

authority for confirmation of services. And if necessary, the management shall formally interview the candidates for reassuring their commitment of excellent service thereafter.

a) Benefits of Confirmation of Services:

The employee is eligible for Annual increment, Leaves and other benefits as extended to the regular employees of the institution. In case of non-satisfactory performance, the probation period may be extended or terminated as per the decision of the Management/Principal.

G) TERMINATION OF SERVICES

1) By Employee-

a) Resignation should be clear and unconditional. It should be submitted to at least two months in advance enclosing no dues and documentary proof in support of the reason for resignation to the Appointing Authority through proper channel. Resignations from service will generally be accepted if submitted at the end of the academic year.

b) Resignations in between the academic year are discouraged. Employees specially, the teaching staff must give a prior notice of at least two months so that students classes are not affected, and management has sufficient time for finding suitable replacement.

c) Resignations of employees against whom inquiry/investigation are pending should not be accepted until the enquiry is completed and all the departmental dues are fully adjusted, and no dues certificate is obtained.

d) An employee quitting his/her post, without obtaining relieving orders from the Management/Principal shall be liable for legal and departmental actions. Withdrawal of resignation is permitted on approval from appointing authority by making written request.

2) **By Employer**: During probation period, the management reserves the right to terminate service of the employee without notice. For confirmed/regular employees, except where the employment is terminated on grounds of Gross Misconduct the employee is entitled to minimum notice of 2 months from the management. The notice may be handed to employee personally or sent to last recorded address of the employee.

The management reserves the right to ask the employee to no longer attend the place of work for the duration of the notice period.

PROMOTIONAL RULES

The faculty once selected will be inducted into the respective departments. The senior most faculty will become the Principal of the college followed by two vice principals, one for Sciences and the other for Arts and Commerce. There is one in charge Principal for Intermediate. The senior member of the department will be the Head of the department to look after all the activities of the department. The faculty. All the faculty members will work under the Head of the Department for the smooth functioning of the college. Once a faculty member attains superannuation then the next senior member takes over that position. The faculty members once recruited upto 7 years there are referred as Lecturers, after 7 years to 14 years they are promoted as Associate Professors and after 14 years they are promoted as Associate Professors.