



## **STAFF RECRUITMENT AND PROMOTION POLICY**

### **Introduction**

The objective is to enhance human resources to promote an abundance of quality in the SINCET engineering education through the recruitment process with highly qualified, talented, and diverse faculty/staff members for its institutions.

### **Qualifications**

Recruitment of staff members is done based on the norms prescribed by AICTE/Anna University for various cadres.

- Teaching: Assistant Professor/Associate Professor/Professor/Principal.
- Non-Teaching: Lab In-charge/Librarian/Placement & Training/ Administration.

### **Composition of Selection Committee**

This selection committee is constituted specifically for governing the recruitment procedure and the committee members are appointed by the Chairman of SINCET.

The composition of selection committee consists of

1. The Interview Committee Chairperson (Principal)
2. Concerned Head of the Department
3. The institution Subject Expert or senior-level HoD identified by the Principal
4. The Chairman of the Institution or Chairman's nominee
5. One external subject expert.

### **The recruitment process**

At the end of each semester, the HoDs review the upcoming semester's teaching-learning process and prepare the staff requirement report as per the academic work schedule given by statutory bodies.

The staff (teaching and non-teaching) requirement shall be prepared before the last working day of each semester by the concerned HOD.

The Principal discusses the requirement in the HoD's meeting and finalizes the decision, taking into account the increase in intake/new course/staff leaving, etc.

The principal forwarded the consolidated staff requirement list to the chairman with suggestions for approval.

After approval from the Chairman approval, invite applications for all positions that are advertised in the press / online portals.

After the receipt of the applications, the department HOD shall shortlist the candidates based on their educational qualifications, experience, and location of residence.

After scrutiny candidates are shortlisted and intimated to appear for a personal interview on a specified date and time.

### **Selection Criteria**

- On the specified interview date, the candidates are asked to fill in the institution interview one-page application form.
- Based on the schedule the candidates shall be permitted to attend an interview.
- The candidates shall be given a chance to give a technical presentation on any one topic of their interest, to assess their suitability technically.
- Based on their presentation the Committee shall prepare a panel of selected candidates in the order of merit.
- The committee selects the candidates and submits the interview reports with recommendations to the Chairman for further action. The chairman will take the final decision as regards the appointment of the individual.
- After the approval from the chairman the selected candidates will be given the Offer of Appointment subject to the submission of the candidate's degree certificate in the original for verification.
- The appointment letter indicating the pay package and service rules to the selected candidate.
- The staff members should submit a joining report to the office, with the signature of the HOD and Principal. Faculty must also submit all their original documents to the Administrative office while joining with the following enclosures:
  - (a) (Relieving letter from the previous employer, Evidence of date of birth/proof of age, copies of all degree certificates, duly attested, Aadhaar Card Copy/PAN Card Copy, Any other documents specified by the Principal.

The candidates, who are not selected due to various reasons, will be informed separately as “Wait Listed” as and when required, and depending on emergency/exigency situations, they could be called if they are available for the vacancies.

### **Orientation/InductionProgram**

The newly inducted staff members have to undergo an orientation session to understand necessary information concerning the history, facilities, and major policies of the Institute, staff responsibilities, faculty and staff benefits, and educational opportunities of the SINCET. The institution will take the responsibility for providing each new faculty/staff member with the necessary job orientation with the assistance of the respective Head of the Department.

### **ServiceRecord**

A service record for staff shall be maintained by the principal office in respect of each employee of the institution. All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the principal or his/her superior. It shall contain, the particulars of the service rendered by the staff members, increments, promotions, awards, and punishments given to them, from the inception to the date of their leaving the institution.

### **Staff Performance Appraisal:**

To enhance and evaluate the effectiveness and academic quality of the staff members and also to make them be involved in various developmental activities self-appraisal form with academic performance indicators is given to all staff members and the collected API forms are reviewed by the Principal and recommended to the chairman for further action of improvement.

## **ProbationPeriod Policy**

Probation means an appointment made on trial on specified conditions for a given period to a designation for determining one's fitness for the job. All staff members serve the first twelve months of employment temporarily / Probation Period. The probation period of the staff members ensures the principal evaluates the performance and suitability of the staff member as inducted. It also allows time for the employee to decide whether or not the job is satisfying. One month before the completion of the probation period, the Head of the institution, based on his / her evaluation, will intimate a staff member about his performance

The Principal reviews the performance of the staff members and shall be continued in-service else, they may be terminated from service.

The continuing staff member's probation period may be extended upon consultation with the chairman. During the probation period, voluntary resignation is accepted only during the end of the academic year with a prior 1-month notice or 1-month gross salary instead of 1-month notice. The acceptance of resignation depends on management's decision. Voluntary resignations will not be permitted during the middle of the semester and the management has the right to terminate the services of a person without any notice period in case of non-satisfactory performance or any violation of the norms of the Institution.

## **PromotionPolicy**

A promotion is the professional development of an employee from one designation to another with more responsible duties or requiring more skills. Promotions are based on the performance of the existing levels and qualifications required for the higher position. Increased pay revision is eminent in case of promotions if the institution reserves the policy for the same. Promotions during the probation period are subject to approval by the Institution. Employees are motivated and encouraged to apply for higher positions for which they are qualified and should contact the principal with specific information. The staff members are promoted either by applying for an advertised position or via their policy of employees may receive appropriate pay based on performance.

A faculty opt for promotion requires to appear for presentation with necessary proof as per the eligibility criteria prescribed by Anna University in front of the appraisal committee appointed by the chairman and only on the recommendations of the appraisal committee, are they granted promotion.

The staff members are promoted, considering their educational qualification experience and their performance appraisal results.

### **NORMS OF FACULTY QUALIFICATION AND THEIR ELIGIBILITY CRITERIA**

| <b>S.No</b> | <b>Designation</b>  | <b>Eligibility Criteria</b>  |
|-------------|---------------------|--|
| 1.          | Assistant Professor | <ul style="list-style-type: none"> <li>• M.E/M.Tech</li> <li>• MA/M.Sc.&amp;M.Phil.( before 2019),PhD</li> </ul> <p>With or without experience</p>   |
| 2.          | Associate Professor | <ul style="list-style-type: none"> <li>• ME/M.Tech with Ph.D. with 8 years of service out of which 2 years shall be after Ph.D. and recognized as Anna University Research Supervisor.</li> <li>• M.Sc/ M.Phil or MA/ M.Phil with Ph.D. having more than 20 years of service and working in the cadre of Professor.</li> <li>• At least 6 research publications in the relevant branch</li> <li>• Direct appointment at the level of Associate Professor will be as per the Anna University guidelines.</li> </ul> |
| 5.          | Professor           | <ul style="list-style-type: none"> <li>• M.E/M.Tech with Ph.D. with 15 years of service, recognized as Anna University research Supervisor and guided successfully at least one Ph.D research scholar or 15 years of service with 10 SCI/SCIE/UGC/AICTE approved list of journals.</li> <li>• Direct appointment at the level of Professor will be as per the Anna University guidelines.</li> </ul>   |

1. Experience in schools will not be considered.
2. Experience acquired from Polytechnic and Arts College will be considered based on the N/2 scheme.
3. Experience will be considered only after acquiring the master qualification.
4. Assistant Professor Experience will be considered only after the completion of M.E/M. Tech or M.Sc&M.Phil.

## **Resignation Policy**

Due to personal reasons, the staff members are required to resign from their job at the institution. The institution gave them a chance to them by providing direction for the same. A circular will be issued during Mar/April and Sep/Oct of every year, asking the staff members to specify whether they are willing to continue in their services of the college or not for the continuing Semester. The staff who expresses their unwillingness to continue will be discharged from duty at the end of the last working day of the semester after they complete the work, assigned to them. If they desire so, the Staff members in regular service shall give THREE months' notice in case they are willing to relieve on their resignation, or in the alternative they shall pay THREE months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

On acceptance of resignation, the staff members are required to collect the No-Dues certificate from all concerned departments to hand over charges to the concerned as given in the No-Dues form consequently the principal issues the Relieving Order and Service Certificate on the date relieving.