

APPOINTMENT POLICY



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PRINCIPAL
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY
ACHARIYAPURAM VILLIANUR,
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APPOINTMENT POLICY

Objectives:

Human resources constitute a crucial element inside educational establishment. The policy aims to specify employment, service conditions, and leave policies in detail for each and every college employee.

Scope:

As at educational institutions, human resources are one of the most valuable assets of any firm. The recruitment of the greatest people for both academic and administrative operations is a top focus at Achariya College of Engineering Technology. The teachers and other employees are appointed in accordance with the college's established protocol. An appointment order detailing the employee's pay and other service requirements should be given to each employee. The employees must affirm in writing that they will follow the terms of their appointment. While everyone is free to relocate and pursue better possibilities, teachers are required to stay until the end of the school year.

An annual raise is available to all employees, and if an employee's annual performance review is successful, management or the administration may decide to provide an increase.

Any employee should never engage in any behavior that harms the college's reputation and always operate in the best interests of the institution.

Appointment of Teachers:

1. Recruitment Policy

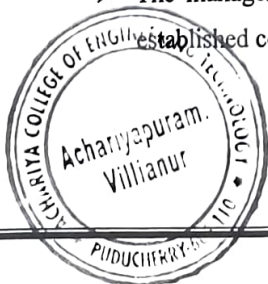
- Ensure the recruitment process is open to all eligible candidates, with clear, transparent criteria and processes.
- Clearly outline the roles, responsibilities, qualifications, and experience required for the position

2. Selection Criteria

- Consider candidates' experience in teaching at the university level and their research contributions to their field, including publications, patents, and presentations.
- Teachers can progress in their careers by meeting standards set by regulatory organizations, such as experience, qualifications, and other prerequisites.
- Evaluate professional engineering experience and memberships in professional bodies, where applicable. Assess candidates' ability to communicate effectively with students, faculty, and staff.

3. Interview and Evaluation Process

- The management should appoint the teachers in accordance with the suggestion of the fully established committee.



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- Teachers should be designated according to their AICTE or affiliated university. Assistant Professor, Associate Professor, and Professor are the titles assigned to the teachers at the moment.
- Conduct comprehensive interviews that may include teaching demonstrations, research presentations, and traditional Q&A sessions
- Involve faculty members in the evaluation process to assess the candidate's fit within the department and their potential contribution to its growth.
- The selected candidates should receive a copy of the appointment order along with their remuneration. An appointment or designation, like Head of Department, may only be granted if certain requirements are met.

4. Appointment Terms:

- The faculties will have a probation period of six months from the date of joining the Organization
- If the faculty remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed that you are no longer interested in working for the Organization and have abandoned its services. The Organization will have the right to terminate contract of service. In such case, he / she will not be entitled to any statutory compensation
- The appointment could be terminated at a week's notice, without any reason being assigned, by either of us during the probationary period
- The Organization reserves the right to extend the probation period for a further 6 months if it is deemed necessary

5. Confirmation

- On successful completion of the probation period, the services would be confirmed. This would be intimated to concern faculty in writing. He/She would be deemed to be in probation until your services are confirmed in writing.

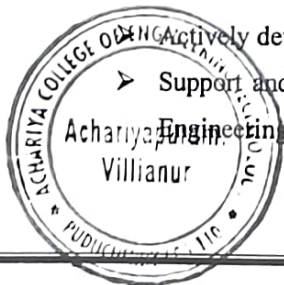
6. Leave

- He / She will not be entitled any leave during the probationary period
- After confirmation the faculty would be entitled for 8 days casual leave and 0 days Privilege leave in a year Encashment of Privilege leave can only be done on the last drawn Basic Salary The conditions for this would depend on the Organization's policy prevalent during the time

7. Performance and Conduct

He / She would agree to maintain standards of job performance and conduct in particular to:

- Perform the assigned duties at a high level of performance
- Actively develop skills required for successfully handing your job responsibilities
- Support and implement the policies, procedures and other requirements of Achariya College of Engineering Technology.



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- Deal with Achariya's materials, money and documents with honesty and integrity.
- Not engage in any other position for gain or accept any office or position or prior permission of the Employer
- Maintain confidentiality of emolument offered

8. Notice Period

While during the probation period (6 months from your date of joining), the appointment could be discontinued by either you or ACHARIYA with a Three months of prior written notice on mutual acceptance After the confirmation of services, the appointment could be discontinued by either you or by ACHARIYA subject to Three months of written notice.

9. Confidentiality

He /She work with the Organization may give the access to confidential information concerning trade secrets, business, finances, transactions, Subsidiaries, clients, agents or customers. He /she must not make use of or reveal to any third party any such information without the Organization's consent in writing. This applies equally during your employment and after the termination of your employment with the Organization. By signing this contract, you are bound by the Official Secrets Act non- conformance of which will lead to legal proceedings

10. Training/Conferences / Seminars

- From time to time, the teacher might be sponsored by the Organization to attend Conferences/ Distributor Seminars abroad and training programs
- Before going for the training/Conference/Seminar, the faculty will be required to sign an undertaking committing continued service for a minimum of one year from the date of re-joining work after returning from the program
- If you are unable to fulfill this commitment, you will have to reimburse to the Organization, the actual expenses incurred by the Organization for the program

11. Appraisal:

- It is required to adhere to the annual performance assessment system. There are two methods for evaluating oneself: by self-assessment, by next-level officials, or by the department head.
- When awarding rewards or providing financial incentives, such as an annual raise, the evaluation score or outcome may be followed through on or taken into consideration.

12. Termination

The services may be terminated as follow



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- By mutual agreement.
- By the Organization under the terms applicable to the probationary period of the appointment
- By the Organization following the completion of the probationary period, for reasons other than disciplinary cause, serving written notice of 30 days in such cases the Organization reserves the right to make payment in lieu of notice
- By the Organization at any time for disciplinary cause, including serious misconduct, habitual neglect of duty serious incompetence, insubordination, theft, fraud, dishonesty, divulgence to a third party of confidential Organization information, excessive absenteeism or lateness on your part. If any declaration given by you or furnished by you to the Organization at the time of your recruitment or later is prone to be false or if you have found to have willfully suppressed any information in such cases, you are liable to be removed from service without any notice. In all the above cases you will forfeit any severance pay that may have been due to you.

13. Whilst employed by the Organization you:


- Will not engage in any external activities of a commercial nature
- Will be required to effectively carry out all duties and responsibilities assigned to the faculty by your supervisor and others authorized by the Organization to assign such duties and responsibilities. The faculty's performance will be subject to annual appraisal by your supervisor
- Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Organization policies and procedures
- He / She agree that you shall not directly or indirectly, share, discuss your compensation details in full or part, with any person in or outside the organization other than those authorized to do so.

14. Retirement

The faculty shall retire / superannuate from the services of the Organization on attaining the age of 65 years or as per Organizational policy.

Verified by	Approved by
 16/12/21 IQAC Coordinator	 PRINCIPAL ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY ACHARIYAPURAM, VILLIANUR, PUDUCHERRY 605 110




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