

MUSALIAR COLLEGE OF ENGINEERING & TECHNOLOGY

RECRUITMENT POLICY

General Procedure.

1. Vacancies arising at the institutions are normally advertised in leading newspapers/electronic media. The institution forms a Board with appropriate members for conducting an interview and prepares a rank list. The MET then interviews the short-listed candidates and finalises the appointments. Initially the appointments are on probation and are confirmed subject to satisfactory performance.

Qualifications.

2. AICTE norms are followed for appointments to the teaching posts and appropriate qualifications (generally State government prescribed) to the other posts. However, the MET has the right to appoint professionals and others for the wellbeing of the institution.

Remuneration.

3. The salary policy is governed by Qualifications, Experience, Capabilities and contributions in academic as well as non-academic fields. AICTE pay scale is followed for the teaching faculties Kerala Government directions for non-teaching and other administrative staff.

Increment.

4. Annual increment according to the scale applicable shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. In the case the employee is on a consolidated pay (probation/contract etc) and not on a scale of pay, ad-hoc lump sum increment may be given after the end of every year at the discretion of management, provided the employee's work and conduct are satisfactory. Probation period of an employee is not considered for calculation of increment.

5. Special increment/Miscellaneous Allowances may be granted to an employee in exceptional cases or for outstanding work by the Management. The annual increment may be withheld as a disciplinary measure if an adverse report is received against the employee and it is decided by the management after necessary enquiry. In all cases, the employee concerned would be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In the case of increment withheld for a particular period with cumulative effect, he will be entitled to get increment immediately after completion of the particular period.

Probation Period & Confirmation.

6. Initially the selected candidate will be on probation for a period of 6 to 24 months, after which the performance of the appointee will be reviewed for regularization of the appointment. If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. In case of the performance is not up the desired standard, the

employee may be terminated or probation period may be extended further as per the discretion of the management.

Transfers.

7. All employees are liable for the transfer/deputation from one institution to another of the 'Musaliar Group of Institutions' at the sole discretion of the management. Also, all employees are liable for being shifted from one discipline/function, department, section, branch, etc., to another of the 'Musaliar Group of Institutions', provided that such transfer does not adversely affect the nature of duties as per terms of appointment and the salary of the individual concerned except in case of transfer requested by an employee for his personal reasons and granted by the Management.

8. In the event of refusal to accept a transfer/deputation, the employee shall be considered absent from duty without leave and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of service. The management may grant special scale or allowance on transfer/deputation depending on the merits of the case.

Retirement

9. Every teaching and non-teaching staff of the institution will retire from services on completing 65 years of age. Persons who are physically fit and whose services are considered necessary and beneficial to the institution by the management may be appointed on contract for a specified period. The contract tenure can be extended by the management considering the continued contributions to the institution. The management reserves the right to appoint a retired person on suitable terms on contract. In any case, retired persons will not be given extension as regular staff after the age of 70 as per AICTE guidelines.

Note: In case where the date of retirement of an employee fall on a holiday, the employee may be allowed duty pay for the holiday.

Resignation

10. If an employee desires to resign, he must give notice of resignation in writing to the Head of the Institution through proper channel (HoD/Section-in-charge – Dean (Administration) - Principal - Management). As a general rule, the member of the teaching staff shall not be permitted to resign from their posts during the midst of an academic year/semester. Any member of the faculty in permanent service shall give three months' notice in case he/she desires to be relieved from the services. Alternatively, he/she shall pay three months' salary in lieu thereof. No service certificate, testimonials, etc., are to be issued until his/her accounts are settled and relieved. The end benefits will be materialized after the normal procedure of Institution.

Termination of Service

11. The services of an employee are liable to be terminated with or without a notice in the event of insubordination, dereliction of duty, professional misconduct and other undesirable activities, as per the disciplinary procedures. One month's pay in lieu of the notice period may be sanctioned at the discretion of the management.

12. The service of a temporary employee is liable to be terminated at any time without assigning any reasons whatsoever.

Deserter

13. If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action at the discretion of the management.

Documentation

14. All personnel on joining the institution should submit the copies certificates of qualifications, Resume, Aadhar, PAN, experience (if any) etc as required.

15. A service file shall be maintained in respect of each employee of the college where all his/her particulars and documents will be available.

16. Performance Appraisal reports would be raised annually for maintaining the records.