



## **ERODE SENGUNTHAR ENGINEERING COLLEGE**

**(An Autonomous Institution)**

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,  
Accredited by National Board of Accreditation (NBA), New Delhi &  
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

**PERUNDURAI -638 057, TAMILNADU, INDIA.**



## **Recruitment and Promotion policy**



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## RECRUITMENT PROCEDURE

1. The faculty requirement for the department shall be demanded by the respective head of the department (HoD), based on the AICTE and Anna University approval regulations.
2. The Human Resource (HR) Manager will go through the requirement list provided by the HoD, and checks whether the demand is essential or not.
3. With the approval of the Principal, the HR posts the advertisement in daily newspaper or social media websites for faculty wanted. The applicant can send their resumes to the Manager (HR) either through post or email.
4. The HR manager appoints the panel of selection committee, with the knowledge of the Principal. The selection committee includes the HoD, Principal and subject expert from the premier institute.
5. The HR manager shortlist the applicant based on the experience, specialization, salary demand and provides the list of shortlisted candidates for the approval of the Principal.
6. The call letter for the interview is sent through the post or email.
7. The interview will have board presentation and/or oral presentation.
8. The panel recommends the candidates to be recruited based on the performance in technical, general aptitude and attitude to the Principal with 1:2 ratio.
9. The Principal conducts the personal interview with all the shortlisted candidates and chooses the right person and approve for appointment.
10. If the selected candidates do not turn up for joining due to various reasons, the person in the waiting list will be given a chance.
11. The salary will be fixed as per the institute norms and policies in force.
12. Maintaining of Cadre ratio as per AICTE requirement is the sole responsibility of the HOD of respective department.
13. The technical staff recruitment shall be demanded by the HoD to the Principal through HR manager and on the advice of the Principal, the interview for non-teaching positions will be conducted by the respective HoD. The interview panel may include HoD and two



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senior professors of the department concerned. The shortlisted candidates have to meet the Principal along with the HoD and the Principal conducts personal interview and finalizes the candidates to be appointed.

14. All the selected candidates will be informed to report for duty, normally at the beginning of the academic year. In case of emergency, the candidate will be asked to report for duty immediately.
15. All the new appointees shall be under one year probation period. During this period, the sincerity, punctuality, target meeting and integrity will be monitored. Upon satisfactory completion of probationary period, staff shall be allowed to continue their service. In case of not meeting the service conditions, the staff shall be terminated from the service.
16. All selected employees are governed by the rules and regulations of the college, in force.
17. In case of emergency or personal inconveniences, if the staff has to resign the job, 3 months prior notice has to be submitted to the Principal through the HoD concerned.
18. Based on the merit of the case, The resignation submitted by the faculty may or may not be approved by the Principal.
19. All faculties appointed by the Principal must surrender their certificates of qualification, experience and other testimonials to the office for certificate verification.
20. On acquiring higher qualifications and experience, staff shall be promoted to next cadre, subject to the vacancies for that post.
21. No staff member is normally permitted to apply for resigning their post during the course of the academic year. Only on exceptional case, considering the merit, staff may be permitted for the same, at the discretion of the Principal.
22. Based on the needs of the college, additional responsibility will be assigned to the staff by the Principal and the HoD. Without hesitation, they are expected to extend their full cooperation for completing the assigned task successfully.
23. All the staff members have to work for improving the quality standards of the department and the college.
24. If any staff member is found bringing disrepute to the college by their activities,



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disciplinary actions will be initiated against the individual and sometimes he or she will be removed from service.

25. All appointments and the resignations have been placed in the governing council for approval.

## PROMOTION POLICY

1. Annual increments for the staff members who are meeting the annual targets (provided in annexure) will be sanctioned by the management, upon recommendations of the Principal.
2. Every department is expected to maintain the Cadre ratio.
3. The norms for Associate Professor and Professor have been displayed in the Anna University and AICTE official web pages.
4. In order to get promoted from Assistant Professor to Associate Professor, and Associate Professor to Professor, the staff member has to meet the requirements laid out by the AICTE and Anna University.
5. Even though the staff are meeting the above norms, staff will be promoted to next cadre upon vacancies arising in the respective department.