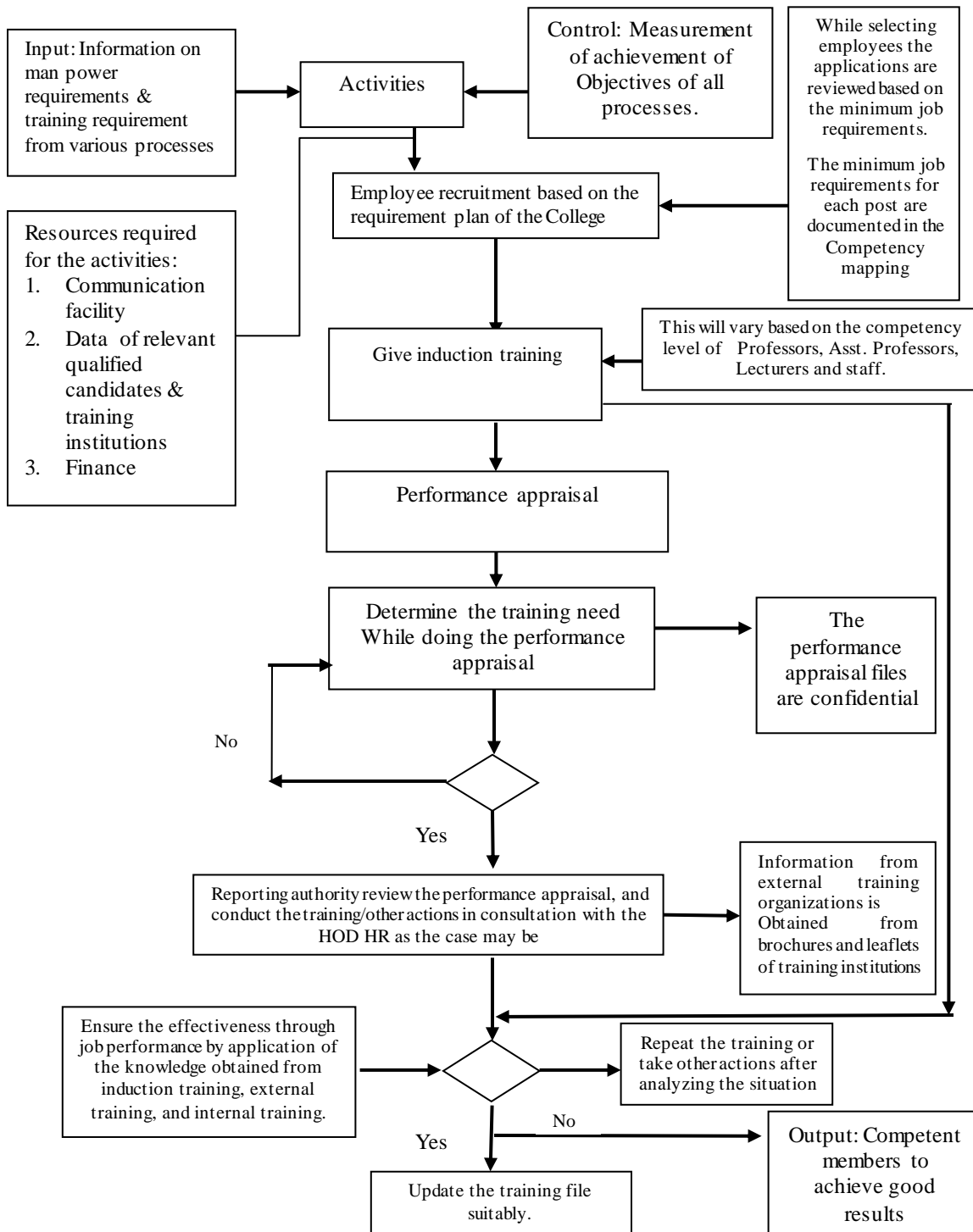


## HR Policy at RCET

### **HRD is responsible for:**

- Recruit new faculty members and staff with the consent of Chairman
- Organize induction training to newly recruited faculty and staff
- Conduct performance appraisal of all faculty members with the help of Head of the Departments
- Send faculty members for relevant training programs organized by outside organizations.
- Maintain training records
- Ensure that all faculty and staff meet the competency requirements defined by AICTE/College.



## **Recruitment Procedure**

### **Purpose**

These policy and procedures are devised to ensure that only competent Principal, Professors, Asst. Professors, Lecturers & Staff are recruited to the organization.

### **Policy**

The College has a recruitment and selection policy to ensure that the appointments made are the best for the organization, open and transparent and provide equal opportunities for all.

### **Responsibility**

The top management is responsible for recruitment.

### **Monitoring**

The procedure is monitored by the Principal.

### **Procedure**

- All vacancies will be advertised internally or externally. External media could be newspaper or recruitment agencies.
- Applications will be treated confidentially and circulated only to those who are directly involved in the recruitment and selection process.
- Short listing decisions will be based upon the personal specification and objective job based criteria.
- Normally the same panel will shortlist and interview candidates
- After the test/interview if the candidate is found eligible he/she is appointed.
- Appointment letter is then sent to the candidate after selection by the General Secretary.

### **Procedure for recruitment of Guest Faculty**

The College receives from time to time unsolicited applications for various posts. If a faculty or other staff suddenly leaves (which is somewhat rare) these applications are considered in the absence of a valid rank list. From among these applications after a scrutiny by General Secretary, Principal and HOD the candidates are telephonically informed for an interview. Selection is made if they are found suitable. A Checklist is used for evaluating the candidate.

In the physical education department coaches are invited as guest faculty to give specialized coaching/training to students in specific areas.

**Selection of coaches:** coaches should be renowned person having experience in the game by representing at least the state or those possessing coaches certificate from Kerala Sports council.

### **Induction Program**

HR will make arrangement with the training cell to give induction training to all newly appointed members.

### **Procedure for Training Purpose**

The purpose of this procedure is to ensure that the Professors, Asst. Professors, Lecturers and staff are updated of knowledge related to their subject/ area of activity. Training is also imparted as a result of performance appraisal or/and introduction of new system etc.

### **Responsibility**

The top management is responsible for ensuring that the relevant training is imparted to all members of the organization.

### **Monitoring**

The procedure is monitored by the HR.

### **All Department Heads**

While assessing the performance, the concerned reporting authority identifies the deficiencies and records in the Performance Appraisal Form with a specific recommendation for training.

HR in consultation with General Secretary is responsible for organizing the Training Programme based on the recommendations made by the Department Heads. He/she has to co-ordinate with all the Department Heads in selecting and conducting Training Programme.

### **Need Identification**

Training process starts with need identification. Each department head prepares and forwards to the HR head, the training need identification form. The training need is identified based on analysis of feedback, introduction of new technology, expansion, diversification etc. Training Programmes are conducted in the college, or faculty members are sent for appropriate training externally.

### **Monitoring training Effectiveness**

The general training programmes for which teachers are deputed falls into two categories

1. Induction training programme for new teacher
2. Subject updating programmes for all faculties.

For induction training prior to the training and after the training the teacher's appraisals are taken. To measure the effectiveness for the subject updation programmes each candidate submits a report on the programmes attended. The usefulness of these programmes will be evident only when these subjects are included in the teaching curriculum, during revisions by the University once in 4 years.

### **Leave – As per Kerala Service Rules**

#### **Vacation Staff – Teaching and Supporting Staff are included in this category**

1. Casual Leave – 12 days
2. Those who have completed probation of 1 year are eligible to avail 12 days ½ pay leave which can be commuted. A half pay leave can be accumulated.
3. Compensatory off can be availed if worked on holidays
4. 3 months maternity leave

#### **Non Vacation Staff – Administrative and Library staff are included in this category**

1. Casual Leave – 15 days
2. Compensatory off can be availed if worked on holidays
3. 3 months maternity leave

### Competency Mapping

Post	Minimum Education	Experience required
Principal	Ph.D.	10 years teaching experience in engineering college with proven track of record of successful administration of the college
Professor	Ph.D.	13 years teaching experience in engineering college
Associate Professor	PhD.	5 years teaching experience in engineering college
Asst. Professor	M.Tech.or Equivalent	Fresher also taken into consideration
Sr. Lecturer	B.Tech.	Total 5 years of teaching experience in which 3 years of teaching experience in Engineering college
Lecturer	B.Tech.	Fresher also taken into consideration
Gr. II Instructor	Diploma with 1 <sup>st</sup> Class	2years Experience
Trade Instructor	ITI/NCVT/Diploma	Preferably with experience
Lab Assistant	Graduation, preferably in the respective discipline	Fresher also considered
Administrative Staff		
1. Administrative assistant(General)	Graduation	At least 10 years of administrative experience
2. Administrative Assistant(Finance)	Graduation in commerce	At least 10 years of experience in accounts section , with knowledge in tally
3. Accountant	Graduation in Commerce	With at least 5 years of experience in accounts section , with knowledge in tally
4. Asst. Accountant	Graduation in Commerce	With at least 2 years of experience in accounts section , with knowledge in tally
5. Office Assistant/Personal Assistant	Graduation	Preferably with experience
6 Office Attender	SSLC	Preferably with experience
7. Driver	8 <sup>th</sup> Standard	With valid driving license and recommended by a known person
Guest Faculty	B.Tech./M.Sc. in Maths/Physics/Chemistry MA Literature/Economics	Minimum 2 years experience

### **Training Programme for Faculty**

1. One Induction training programme
2. Training arranged in college or Training arranged outside in their respective areas.
3. The data analysis is available in Quality Objectives Analysis file

### **Effectiveness of Training**

Effectiveness of Training Programme/Programmes is assessed by the Dept. Head and is recorded in the Performance Appraisal forms of the concerned employee at the appropriate place provided for recording the same. In some cases exercises, test papers, power point presentations may also become training effectiveness record.

### **Communication of ISO 9001:2008 System requirement to guest faculty**

The system requirements are communicated to the guest faculty through department manuals. A reference copy of the department manual is made available in all departments. Guest faculty has to follow the guidelines given in the department manual and the records mentioned in it. Amendments in the department manual are identified through revision numbers. The reference copy of the department manual will always be the latest version.

### **List of External Documents used for reference purposes**

- a. ISO 9001-2008 awareness book
- b. University regulations
- c. Quality Manual
- d. AICTE regulations

### **List of records**

1. Training Plan
2. Training Schedule
3. Performance appraisal
4. Training record
5. List of short listed candidates
6. Interview Schedule
7. Separate file opened for each employees in which all the records of that employee is filed. for e.g. Appointment order, joining report, promotion order, seminars attended, etc.