



## Staff Recruitment Policy

### Prelude:

Valluvar College of Science and Management has a staff recruitment policy in place to outline the basics for managing the institution's employees, who are dedicated to the pursuit of knowledge creation and dissemination and who contribute to individual, societal, and national development.

### Objectives:

The purpose of this document is to establish guidelines for the administration of the below-mentioned categories of staff.

- The process of recruiting individuals to fill open positions in the various categories of personnel
- The assignment of duties and the definition of responsibilities
- Instruction and preparation for the position
- Compensation and incentives that are commensurate with performance
- Enhancing both the effectiveness and performance
- Increasing productivity by optimising processes
- Facilitating Pleasant Environments for Employees

### Appointment Policy:

- As per the regulations of UGC and Tamil Nadu government norms, Teaching staffs are recruited.
- The governing bodies are considered the candidates who have highly experienced in teaching field / industrial experience if any for providing the practical knowledge to the students.
- On the basis of the requirements, the institution notified it through the newspaper advertisement / online portals.
- Based on the requirements, applicants are called for the interview only after scrutinized by the governing authorities.
- The interviewees are come to know the date of attending the interview 10 days in advance through phone call.
- The short – listed candidates should fill the given profile, attend the written test, demonstration class and finally the personal interview.
- The Chairman has an authority to appoint teaching and non – teaching employers.
- The interviewees can consider themselves as employees of the Valluvar College only after getting the appointment order signed by the Chairman.



## **Salary Remittance:**

- The payroll and allowance are decided by the governing bodies to all the staff members on the basis of the allotted works.
- The employees can draw their salary at the beginning of every month.
- The employee is entitled to the annual increment.

## **Provident Fund:**

- According to the Provident Fund Rules of the Government of India and any amendments thereto, the College is required by law to enrol all employees, both temporary and regular, in the Contributory Provident Fund.

## **Notice Period for Resignation:**

- The employers should be given three months prior notice or surrender three months salary in lieu of notice.

## **Promotion:**

- The fraternities are eligible for promotion to obtain the position of Assistant Professor who have completed 13 years of service with M. Phil and NET/SET/Ph.D.
- Participated in workshops/seminars/conferences.
- Publishing Book/ Book Chapters/ articles in online peer reviewed journals.

## **Leave:**

- Faculties can avail 12 casual leaves per academic year.
- If any emergency, faculties can utilize one hour permission per month.
- If the permission extended to more than two permissions in a month, it will be considered as half day casual leave.