

RECRUITMENT POLICY

General Procedure

- Vacancies at the institution are advertised in leading newspapers and electronic media.
- A Board of appropriate members is formed to conduct interviews and prepare a rank list.
- Final appointments are decided by the management based on the rank list and interviews.
- All appointments begin with a probation period and are confirmed upon satisfactory performance.

Qualifications

- Teaching staff appointments follow AICTE norms, and non-teaching staff appointments adhere to state government standards.
- The management reserves the right to appoint professionals or others deemed beneficial to the institution.

Remuneration

- Salary is determined based on qualifications, experience, capabilities, and contributions in academic and non-academic fields.
- Teaching faculty salaries follow AICTE pay scales, while non-teaching staff salaries comply with Kerala government guidelines.

Increment

- Annual increments are granted based on satisfactory performance and conduct, as per the appraisal report.
- Special increments or allowances may be granted in exceptional cases for outstanding work.
- Increments may be withheld as a disciplinary measure, with reasons communicated to the employee in writing.

Probation Period and Confirmation

- Appointments are initially on probation for 6 to 24 months.
- Upon satisfactory performance, appointments are confirmed; otherwise, the probation period may be extended or the appointment terminated.

Transfers

- Employees may be transferred or deputed to other institutions or departments within the group at management's discretion.
- Refusal to accept a transfer may lead to disciplinary action, including termination.

Retirement

- Staffs retire at the age of 65.
- Retired staff may be re-employed on a contractual basis, with extensions up to age 70, as per AICTE guidelines.

Resignation

- Employees must submit written notice through proper channels.
- Permanent teaching staff must provide a three-month notice or salary in lieu thereof.
- Resignation during the middle of an academic session is generally discouraged.

Termination of Service

- Services may be terminated for insubordination, dereliction of duty, misconduct, or other undesirable activities, following due procedures.
- Temporary employees may be terminated without notice.

Absenteeism

- Employees absent without approved leave for more than seven consecutive working days are deemed to have voluntarily abandoned employment.

Documentation

- Upon joining, employees must submit copies of qualifications, experience certificates, ID proofs (Aadhar, PAN), and other required documents.
- A service file is maintained for each employee, documenting all relevant records.
- Performance appraisal reports are raised annually to monitor progress and maintain records.