

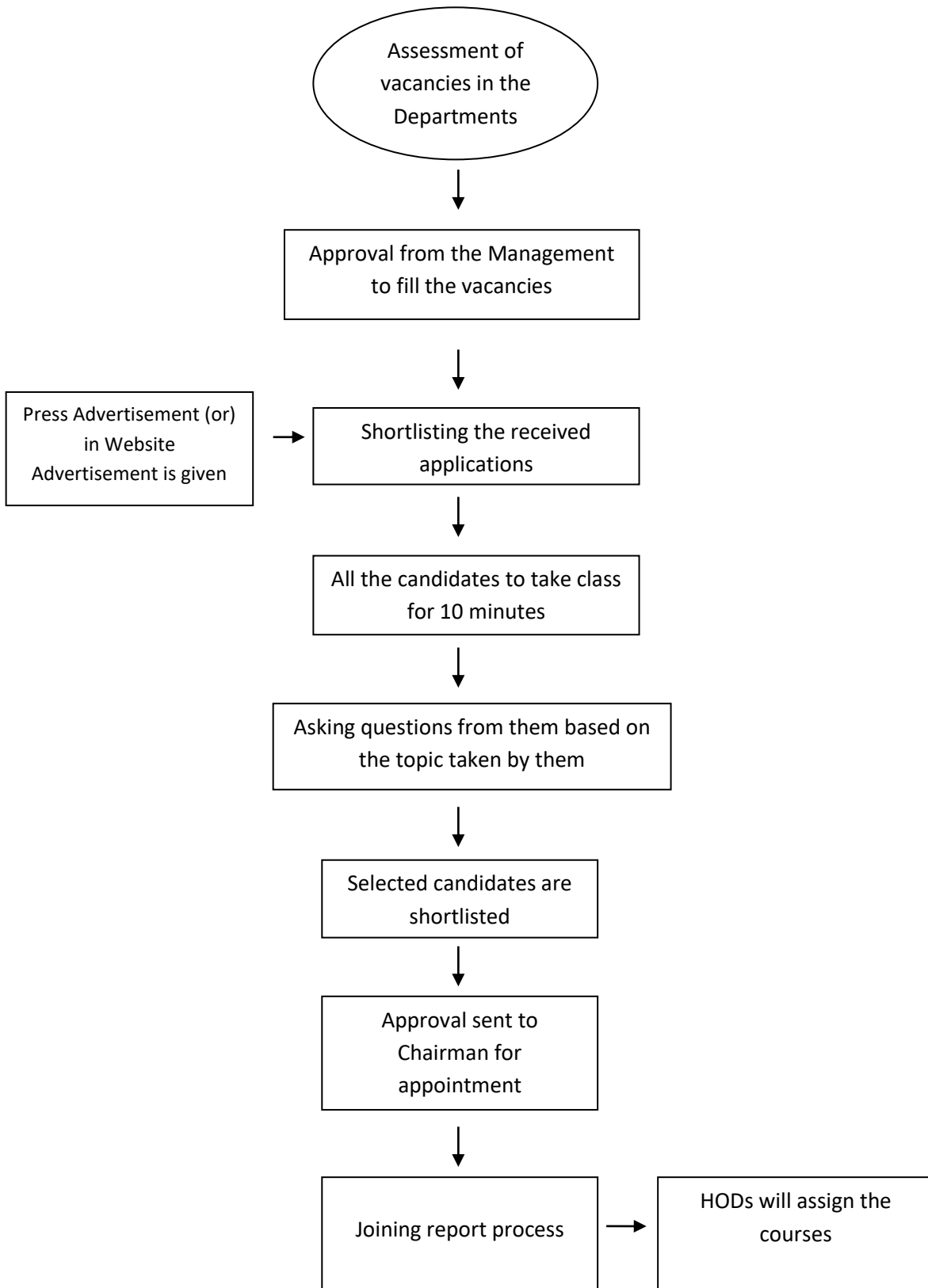
### **Service Rules**

1. All the staff members are entitled for 12 days Casual Leave in a year.
2. All are eligible for 20 days vacation in winter and 30 days in summer in an academic year.
3. No. of On Duty leave will be given 20 days in a year.
4. Salary will be given as basic pay of VIIth Pay Commission.
5. If they want to resign they have to give one month notice (or) salary from the staff side.

### **Recruitment Procedure**

1. At the end of each semester, we have assessed the vacancy position in each department.
2. We got the approval from the Chairman regarding appointment notification to be made in News papers.
3. After the due date, all the applications received by post (or) through mail are sent to HODs for scrutiny.
4. The list of candidates are shortlisted by the concern head and they are called for interview over phone.
5. For the interview process, we had a panel of the Department Head, Subject Expert, Principal and Director to interview the candidate.
6. The candidate is instructed to take class for 10 minutes in any topic of his/her choice and after classes the candidate will be subjected to answer 5 to 10 questions from that topic.
7. With due approval from the Chairman, the appointment order will be issued followed by the usual joining procedure.
8. HODs will assign courses for theory and lab for the ensuing semester.

## Recruitment Process



### **Promotion policies**

1. Minimum eligibility of staff to enter as Assistant Professor is UG and PG with First Class in either one degree.
2. After completion of Ph.D. degree the staff members are rewarded with Rs.7000/- per month as Ph.D. allowance along with salary.
3. Performance appraisal will be conducted every year after the end of the semester. Based on the marks secured out of 100, performance appraisal allowance will be given for the next 12 months. After 12<sup>th</sup> month it will be reviewed every year.