

SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

Dr.D.Senthil Kumaran, B.E., M.E., Ph.D
Principal

SSMIET/306/October/2023

Date: 03.10.2022

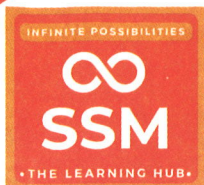
RECRUITMENT POLICY

Qualifications

The qualifications, age, experience etc., shall be as per AICTE / UGC norms in respect of faculty members and AICTE / Anna University norms in respect of Non-Teaching staff members.

Appointments

- The posts will be filled up as per the number of posts required for the departments and recommended by the IQAC and Governing Council.
- A staff selection committee should be framed as per the norms and approved by the governing council.
- The Managing Body/ Principal is the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. The appointment orders shall be issued by the Principal.
- All administrative appointments such as Dean, Heads of the Departments will be through nomination by the Managing Body/Principal for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in institute, and administrative capabilities.
- Selected faculty shall be on probation for a period of one year, which can be extended further or faculty may be terminated earlier at the discretion of the management. She/he may continue to be on probation till they are confirmed in writing by the management.
- Faculty members shall not be permitted to leave the institution during the academic year/ semester
- A notice of three months, on faculty side is required for the relieve / termination of service or on payment of three months' salary in lieu thereof, and in case of failure on his/her part to do so, the management will be entitled to recover the requisite amount either by withholding his/her salary to that extent or otherwise, as may be necessary.
- Faculty continuation in the employment will always be subject to his/her physical and mental fitness and also performance.
- Faculty members have to work and discharge their duties assigned to them from time to time by their superiors. They are not permitted to engage any session or academic engagement in other institutions without prior permission of the head of the department and head of the institution. However, the institute will encourage the faculty to present papers, participation in seminars and other programs to enrich knowledge.
- Faculty member services will be governed by the Standing Orders / Rules and Regulations of the Institution as well as regulatory bodies such as AICTE and Affiliating University.
- Faculty member shall prepare session plan and course material well in advance and distribute to the students with the prior approval of the HoD or Principal.



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- HoD and Principal have the discretion to allot subjects on careful evaluation of faculty domain, background, ability and experience.
- As a mentor, faculty is required to take care of fifteen to twenty students allotted by the Principal, monitor their progress on regular basis and maintain their database for their special grooming.
- Faculty member shall be a part of either anti-ragging committee / anti-ragging squad and mentoring cell / grievance cell to prohibit, prevent and eliminate the scourge of ragging to comply with AICTE norms.
- Faculty to involve themselves in any task assigned to them by the head of the department and head of the institute beyond teaching as a part of institution building initiative.

Selection

- The rules prescribed for selection of employees from time to time by AICTE /University / shall be followed.
- A post shall be filled up by direct recruitment through open advertisement or by:
 - Promotion from among qualified and eligible internal candidates by a selection.
 - Staff Selection Committee as directed by management

Seniority

The matters related to seniority is finalized by the Governing Body of the institute as per the procedure laid out by Affiliated University

Pay, Allowance, Increments

1. Pay:

- AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as faculty members.
- University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

2. Allowances:

- Dearness, House Rent and other allowances as per AICTE norms for faculty members and non-teaching staffs are extended by Management from time to time to all regular employees of the institute.

3. Sanction of Increments:

- Principal/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization /Research contributions / previous salary drawn and experience at the time of appointment.
- Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department.




PRINCIPAL

Dr.D.SENTHIL KUMARAN, M.E., Ph.D., (NUS)

Principal

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