

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date : 04.05.2018

Recruitment Policy - Revised

Recruitment Procedure:

I. Selection of Teaching Staff:

It comprises of persons who are involved in teaching /Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis.

Eligibility:

As per the norms prescribed by AICTE for the faculty positions at all levels.

Manpower Planning:

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He/She will put up the requirement for his / her respective department to the Principal during the semester. The Principal will consult with the Management and then determine if the vacancy is to be filled through in-house staff or a new employee. As far as possible the Management/Principal will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. The eligibility proposed by AICTE are followed for calling the qualified candidates for interview.

Student - Teacher Ratio (as per AICTE guideline)

For UG: 1: 20 from the academic year 2018-19.

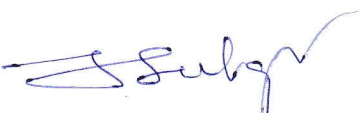

For PG: 1:12.

Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management.

Advertising:

Once the job advertisement is ready, the advertisement is posted on the faculty plus website and/or at least one of the National or local English/Tamil newspapers. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Principal and all correspondence refers to the appropriate job position.

* 


AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. : Employee Selection:

Date :

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the office for short listing. Department's senior staff /HOD/Principal shall shortlist the candidates as per All India Council for Technical Education/ Directorate of Technical Education and Anna University norms.

Interview Conduction:

- List of Shortlisted Candidates is submitted to the Selection committee.
- Internal applicants are treated on par with external applicants in all respects, as far as selection process is concerned.
- The selection of candidates are called for interview on a specified date and time for regular posts advertised. The selection of candidates is conducted through Panel of Experts appointed and approved by the Management /Principal.
- Shortlisted candidates appear for the interview with all necessary documents and Educational testimonials.
- The Selection committee submits interview reports with recommendation for appointment to the Management.
- Personal interview is conducted by the Management for the prospective candidates.

Evaluation Criteria:

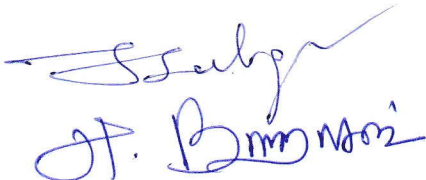
The interview panel develops an applicant evaluation form, which lists the subject Knowledge, personality, Communication, Teaching ability & Qualification. Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position.

II. Selection of Technical / Non-Teaching staff/ Administrative Staff:

All positions are advertised in the press/direct/word of mouth/references based on the staff requirement. After scrutiny of applications, candidates are shortlisted and intimated to appear for a personal interview before the selection committee consists of the Principal and Head of the Department.

Appointment Order and Joining Report:

- Selected candidates are finalized and appointment orders are issued after getting the approval of the Management.
- The Candidates selected for the position are expected to sign an acceptance letter while receiving the appointment order.



J. B. Manoj

AKSHAYA CHARITABLE TRUST

Bagavathipalayam Road, Kinathukadavu, Coimbatore - 642 109

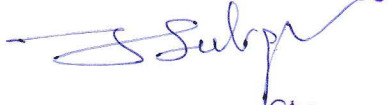
Tel : +91 4259 242570-74 Fax : +91 4259 242570 Web: www.acetcbe.edu.in E-mail: info@acetcbe.edu.in

Ref. :

Date :

- c. At the time of joining duty, the candidates selected will submit the joining report to the office with the signature of the Principal, along with the following enclosures:
- Relieving letter from the previous employer, if any.
 - DOB Proof/Aadhaar Card Copy / PAN Card Copy / Residence Proof.
 - Original certificates of qualification for verification and experience certificates (if any), with one set of the copies of these certificates.
 - Three copies of the candidates colour photograph.
 - Any other documents specified by the Principal.

For AKSHAYA CHARITABLE TRUST


Chairman

CHAIRMAN

For AKSHAYA CHARITABLE TRUST


Managing Trustee

MANAGING TRUSTEE