



**J.K.K. MUNIRAJAH COLLEGE OF TECHNOLOGY
(AUTONOMOUS)**

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.



Accredited by NAAC with "A" grade

T.N. Palayam (Po), Gobi (Tk), Erode (Dt) – 638 506

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures etc.

JKKMCT CAREER

Principal

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Recruitment & Selection

Our Approach

We ensure the availability of right candidate, in the right time as per the manpower plan. Ensure the availability of quality human resources and support the smooth functioning of the business. We hope to establish as a quality employer attracting high quality applicants at all times and ensure that the best applicant is hired. We recruit internally wherever possible- either through career progress/Internal Promotion/Inter Department Transfer and also recruit externally if there are no suitable internal candidates. It is done through various sourcing activities like Job Posting / Free ads' / paper ad and Employee Referral. Use progressive, consistent, fair recruitment and selection methods. Continually help develop the skills and talents of our employee's.

The college aims to attract, recruit and retain the most talented staff across all areas of academic and professional activity to maintain and enhance our world leading reputation This policy aims to; provide the basic framework upon which institutions can build an effective recruitment process, promote equality and diversity principles and best practice, whilst also aiming to ensure that there is consistency across the University within the foundations of the recruitment process.

Different members of staff will be responsible for the necessary actions during a recruitment campaign. Ultimate responsibility for recruitment will be with the Head of Institution, A Selection Committee is formed by the Principal to conduct Interview. The responsibility of the committee is to

- Ensure the relevant supporting documentation for the position is accurate and that permission to fill has been granted in order to advertise the position.
- Oversee the planning, completion and retention of all related recruitment administration, including short listing, appointment and payroll documentation.

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- Manage and oversee all candidate correspondence, seeking advice for potentially sensitive cases.
- Ensure that the relevant checks are carried out for the appointment, especially right to work checks.
- Staff who leads recruitment processes will hold delegated responsibility for ensuring that all recruitment processes are delivered in line with the recruitment policy.
- In open competition, an interview must form part of the assessment process and should comprise of more than one interviewer.
- Each candidate should be asked the same (or a comparable) set of questions and undergo the same assessments. Supplementary or probing questions (which are more specific to the applicant) can be asked following the responses given to the original question.
- Notes of responses given during the interview should be made and retained (as per current retention guidelines) for all applicants.
- All recruitment decisions must be based on merit so that decisions are free from unlawful discrimination on the grounds of a protected characteristic - even if the applicant discloses such information during one of the assessments.
- Internal and external candidates should receive equal treatment throughout the process
- The selection of the preferred candidate can only be made after all the selection activities are complete and the outcomes recorded.

Promotions

The institution provides equal opportunity for all the faculty members. The college prefers to promote employees within the organization who are not only qualified but also contributed to a development of the institution. All promotions shall be considered based on the merit and subject to the fulfillment to AICTE norms.

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The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other academic institutions along with management representative(s).

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given here with and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate and any misconduct he/she has committed during the service for promotion.

Under normal circumstances the senior most member of the faculty shall be considered for promotion to the next higher level position, subject to the AICTE prescribed qualification and their demonstrated performance in the college. Those who are promoted shall be fitted in the nearest scale of pay applicable to that corresponding category.

Performance appraisals

The faculty appraisal process is based on Self-appraisal report; providing the information about academic performance, Research activities, developmental activities of department and institute. The student's feedback based on online and oral in class committee meeting.

The Hod's evaluation based on the above analysis subsequently the following actions are implemented; Faculty members are encouraged to evaluate and identify their strengths and weaknesses aspects. Faculty members are encouraged to incorporate changes suggested by the appraisal committee, to strengthen the quality deliverable.

The pace of their deliverable as per the students' requirements is satisfactorily matched by the faculty members. The completion of the syllabus on time is done by

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the faculty members based on the suggestions given to them and extra lecture classes are arranged if necessary.

The result analysis of internal assessment is done regularly and the remedial classes are arranged to low performing students in reference to academic progress of the students. Faculty members are encouraged to undertake R&D projects, consultancy work and apply for research grants. Financial support will be provided for filing patent / copyrights.

Encouragement is given to the faculty members, to participate in conferences and publish the research papers in the international / national journals. By granting OD to the faculty members based on their competency requirement, are counseled to attend FDP and workshops organized by the reputed Institutions / universities. The faculty members are encouraged to organize national / international seminars / guest lecturers / workshops/conferences by sponsoring such events from the institute.

Periodically appraisal interviews are conducted to evaluate the teaching skills, depth of subject knowledge. The performance of the faculty is observed by a team of subject experts, Head of Department and Principal. The assessment results and concluding remarks are taken for the promotion, increments, recognition, and service continuation consideration. The report of the Head of the department is considered for the performance of non-teaching staff members.

PRINCIPAL

Principal

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