



Royal

COLLEGE OF ENGINEERING & TECHNOLOGY

(APPROVED BY AICTE AND AFFILIATED TO UNIVERSITY OF CALICUT /
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY)



ISO 9001:2008
Certified by IRIS



AACSB
NBA

RECRUITMENT AND LEAVE PROCEDURE AT RCET



PRINCIPAL
ROYAL COLLEGE OF ENGINEERING & TECHNOLOGY
AKKIKAVU



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Recruitment Procedure at RCET

Purpose

These policy and procedures are devised to ensure that only competent Principal, Professors, Asst. Professors, Lecturers & Staff are recruited by the organization.

Policy

The College has a recruitment and selection policy to ensure that the appointments made are the best for the organization, open and transparent and provide equal opportunities for all.

Responsibility

The top management is responsible for recruitment.

Monitoring

The procedure is monitored by the Principal.

Procedure

- All vacancies will be advertised internally or externally. External media could be newspaper or recruitment agencies.
- Applications will be treated confidentially and circulated only to those who are directly involved in the recruitment and selection process.
- Short listing decisions will be based upon the personal specification and objective job based criteria.
- Normally the same panel will shortlist and interview candidates
- After the test/interview if the candidate is found eligible he/she is appointed.
- Appointment letter is then sent to the candidate after selection by the General Secretary.

Procedure for recruitment of Guest Faculty

The College receives from time to time unsolicited applications for various posts. If a faculty or other staff suddenly leaves (which is somewhat rare) these applications are considered in the absence of a valid rank list. From among these applications after a scrutiny by General Secretary, Principal and HOD the candidates are telephonically informed for an interview. Selection is made if they are found suitable. A Checklist is used for evaluating the candidate.



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Leave – As per Kerala Service Rules

Vacation Staff – Teaching and Supporting Staff are included in this category

1. Casual Leave – 15 days
2. Those who have completed probation of 1 year are eligible to avail 12 days ½ pay leave which can be commuted. Half pay leave can be accumulated.
3. Compensatory off can be availed if worked on holidays
4. 3 months maternity leave

Non Vacation Staff – Administrative and Library staff are included in this category

1. Casual Leave – 15 days
2. Compensatory off can be availed if worked on holidays
3. 3 months maternity leave

The policies are available in RCET website .