SXCS/P-28

Recruitment Policy

SXCS pays special attention in recruiting them, providing them opportunities for sustained intellectual activities and professional growth and also encourage them through proper service conditions. Throughout the selection and recruitment procedure, the institution will have regard to the guidelines as set out in the Service Rules.

It has well devised recruitment rules which will ensure recognition and rewards for excellent performers. These rules will serve as an important step in achievement and of academic excellence.

Recruitment Rules

Category of Employees

There shall be two categories of faculty/staff members at the institution:

- Teaching/Academic
- Non-Teaching
- The Non-Teaching Staff will have categories such as
- Administration and Clerical Staff
- Technical Staff
- Support Staff.

Functional Classification of Employees

At SXCS, employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and

responsibility at each level. Employees are broadly classified as:

- Teaching Staff- comprising of Full Time Faculty, Visiting Faculty and Part Time
- Faculty.
- Technical Support-IT, Electrical, Media and Computer
- Administration-Office staff
- Support Staff-Housekeeping

The Service Conditions for all academic, administrative and technical staff members of the institution shall be as prescribed in Services Rules and Conditions of College.

Code of Ethics

There shall be a Code of Ethics to be strictly followed by all academic, administrative and support staff, as prescribed in the Services Rules and Conditions of College.