Foreword

Kumaraguru College of Technology (KCT) Probation policy provides information about the terms and condition that a new employee should follow during the probationary period. The policy conveys that probation period is an opportunity to both new employee and their heads to do get adjusted and to improve the performance. Probation policy of KCT clearly stated that a new employee should meet the set standard performance, should follow the code of conduct of the institution and behave in an acceptable manner. The probation policy of KCT is under periodical review for incorporating necessary changes in meeting the international and national standards. This amendment also provides the essential changes necessary in improving the performance of the institution.

1. Short Title and Commencement

i. This may be called the KCT Probation Policy Amendment 2019 of Kumaraguru College of Technology. This policy will supersede the policy, process and rules in existence, on the date this policy will come in force.

ii. This policy shall be applicable to all the employees of the Kumaraguru College of Technology.

2. Purpose of the Policy

The purpose of the probation policy is to assess the fitment of the individual to the institution, which is measured in terms of

i. Learning
ii. Performance
iii. User feedback

3. Policy amendment

Following table represents the change in probation policy as an amendment to the existing policy. Table will explain the changes in policy in comparison to existing process and practices.

Probation Policy Amendment – August 2019

Objectives of Probation Assessment		1. Role Fitment 2. Department Fitment 3. Institution Fitment	
Area	**Existing**	**Proposed**	**Comments**
Process	• Self-Assessment • HOD Assessment • Peer & Student feedback • Principal Review & Recommendation	• To Continue as existing	• Process is holistic and proven
Probation Period	• 2 years for ASP & AP • 1 year for Professor • 1 year for others	• AP - 2 semester (1 Year) • ASP & Professor - 1 semester (6 months) • Experienced staff (2 years and more) - 1 semester (6 months) • Fresher / Less than 2 years experience - 2 semesters (1 year)	• Employees with prior experience are expected to learn, perform and integrate within the shortest time. Extending term / Compulsory relieving should be on exception basis
Mandatory Certifications	• English - BEC Technical - HOD recommended list	• English - Entry level & Advanced Technical - Expand to Swayam / NPTEL / MOOC • HOD to recommend the list of courses and submit to HR.	• Recommended that completion of certifications be made mandatory for PADS eligibility rather than probation confirmation
Leave Eligibility	• Casual leave applicable from Day 1 • Earned Leave & Medical Leave is applicable after completion of probation period	• Casual leave from Day 1 as existing • Medical Leave upon completion of 6 months • Earned leave upon completion of 12 months	• Leave eligibility is guided by legal compliance. The proposal is limited to when an employee can avail leave.

4. Exception

This Policy will be undergo periodical review and the management will exercise its right to revise the policy as deemed appropriate from time to time.

**** Thank You ****