

RECRUITMENT POLICY

Objective:

To recruit potential teaching and supporting staff who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the college.

Scope:

These rules shall apply to all the regular employees of the college.

These rules are subject to such changes from time to time as may be decided by the Management/Governing Body.

Central recruitment committee:

The Central Recruitment Committee is composed of the following members:

1. Management representative/representatives
2. Head of the Institution/Principal (Chairman of Interview panel).
3. Vice principal
4. Head of the Department
5. Subject Expert

Identify vacancy: The identification of vacancies depends on:

- A. Existing changes arising due to termination, resignation, deputation, superannuation, leave and/or
- B. New workload requirements such as creation of new position or temporary additional Workload due to changes in curriculum or add on courses.

Arranging interviews

The applicants can apply for the posts advertised in both electronic mode and by mail.

These applications are short listed for Interviews by AO/HOD.

For eligible applicants, AO/ HOD shall send email and or also call them over phone for interview. Unsuccessful applicant will be informed by AO/HOD why they were not short listed on this occasion.

Demonstration

All the short listed candidates are requested to give a small demonstration before students about a topic of their choice in concerned subject for 10 to 15 minutes. Subject expert should present for these demo classes and take feedback from students. This is only for testing the candidates teaching skills on blackboard. However final decision is taken only by interview panel.

Interview and selection procedure

Interview conduction is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. It is also an opportunity for the candidate to learn more about the job and College. Begin the interview with less demanding questions to put the candidate at ease. Follow the sequence of questions planned but be prepared to deviate if required. Place all candidates of a relevant discipline in a ranked order.

Once you have decided on your first choice candidate, consider other candidates that are eligible for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer. If there are any doubts over the ability of any of the candidates to carry out the role - you should not appoint. It is better to re advertise the vacancy and appoint the right person.

Avoiding bias

In decision making process the members of panel are all potentially susceptible to unconscious bias, stereotyping and distortion. To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

Making the appointment

The chairman of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job. The chairman of the panel should congratulate the candidate and confirm that they have been selected. Try to establish without pressurizing the candidate, whether they are likely to accept the offer. The chairman of the panel should explain about his salary and inform him the final decision regarding salary/pay scale is by the Management. Explain that AO/HOD will be in touch with them shortly to confirm the offer of employment.

Communicating the outcome to unsuccessful candidates:

Unsuccessful candidates should be contacted by telephone by AO/HOD within 1-2 days of the interview to confirm that they have not been successful.

Formal offer: AO with the help of office staff will then finalize with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc. AO With the help of concerned HOD will re check all the certificates regarding qualification and experience of the selected candidates.

Probation Period:

All the Teaching and Non teaching staff should undergo one year probation period (as per joining date) and after completion of Probation period Principal, on recommendations from HOD/AO and vice principal ,will give permanent appointment order. During probation period non teaching staff will be given voucher salary.

Induction: The Departmental/Faculty Induction should consist of pre arrival activities (physical arrangements, Time table, ID card etc). The new staff will be informed immediately by HOD about the following:

- 1) Information about the Faculty / Department structure, labs etc.
- 2) Information about relevant departmental policies and procedures.
- 3) Any other information appropriate to the Faculty/Department and staff member's role

