

## Recruitment & Selection Policy

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### 1. PREAMBLE

The policy framework below will serve as the policy guidelines with regard to recruitment and selection of LEAD

### 2. APPLICABILITY

This policy is applicable for recruitment and selection of staff members for the institution

### 3. OBJECTIVES

The purpose of this recruitment and selection policy is to ensure:

1. a professional and consistent approach to recruitment and selection;
2. as and when there is shortage of faculty members and other non teaching staff, recruitment is done.
3. every semester the review is done for faculty shortage apart from the vacancy arisen.
4. when there is a shortage of teaching staff the PCC will report for the requirements and when there is shortage of non teaching staff the Administrator will report for the requirement.

#### 4.1: LEAD Recruit and Selection

Recruitment Process with different names of each stage -

As and when there is shortage of faculty members and other non-teaching staff, recruitment is done.

4.1.1 For the requirement Professors, Associate Professors, Assistant Professors, advertisement is given in the leading national daily like The Hindu, or an Add is given in the faculty plus the digital advertisement. All the interested candidates will respond to the LEAD Email ID. Thus, the talent pool is created.

4.1.2 All the applicants will be given reply according the application and suitability

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4.1.3 Applicants who are not suitable will be replied at the earliest with the reason.

4.1.4 All the suitable candidates are informed about the working nature of the college, nature of job, expected performance output, salary paid, expected stay in hostel etc.

4.1.5 Those who are interested will be called for an interview on a convenient date of the Director and senior Professor's

4.1.6 Usually the interviews are planned on Sundays

4.1.7 Director's presentation on our college, writing a Brief Current Profile, Team Work Assessment Sheets, Leadership Assessment Sheet, Group discussion, Presentation on any topic of their choice and personal interview are the general process of interview.

4.1.8 Either all the steps above written will be followed or few of them or only personal interview is conducted.

4.1.9 In the evaluation process both the faculty members and students are involved, and a cumulative weightage is considered for final decision

4.1.10 The rejected candidates are given the information immediately next day

4.1.11 The short-listed candidates are also informed next day, with specifying their joining date and salary paid.

4.1.12 On the joining date, joining report and original certificates showing their qualifications are collected from the candidates.

4.1.13 Their seating arrangement and Hostel rooms are also arranged.

4.1.14 Two faculty members are given one room (bath attached) in respective hostel.

4.1.15 On the day one itself, a brief explanation about the working nature, different systems, leave allowed, reporting, canteen etc will be given to the faculty members.

4.1.16 Newly joined faculty member's names are written on the muster rolls for signing daily

## 4.2 REJECTION REASONS

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Though there are many reasons for rejection, the major reason for rejecting the candidates are as follows. All the recruitments are done as per the norms given by the AICTE.

- If the candidate is not having marks above 60% in the MBA/PG\
- If the candidate is not having Ph.D in the case of Professors/Associate Professors/ Assistant Professors
- If the candidate has studied the UG course as distance mode.
- If the candidate has studied in college which is not approved by ACTE.
- If the candidate is not having fluency in English Language
- If the GD & PI interview performance is not to our standards (>75%)
- Those cannot stay in the hostel will also not join the college.

### **4.3: BASIC RESUME FIELDS FOR CREATING A WEB-FORM**

- Educational details
- Experience in Academics and Corporate
- Extracurricular activities and achievements
- Research and publications done
- Languages known
- Personal details
- References
- Contacting details
- Any other details which show that the candidate is extraordinary

### **4.4: PREVIOUS DAY REMINDER EMAIL FORMAT**

On the previous day of interview, a call is done to know the travel plan, pickup and drop, food and accommodation requirements, and any other help required. This helps in two ways that the candidates arrival is confirmed and second the

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college could support the candidate in attending the interview, especially those who are coming from a long distance.

#### 4.5: INTERVIEW SCORING CRITERIA

- Group Discussion - In Group discussion the current topic is selected for discussion and the general behaviour traits such as listening skills, social skills and problem-solving skills of the members is assessed by the panel members
- Presentation - Usually Presentation topic will be selected by candidate of their own and after the presentation the question-and-answer session will be conducted by interview panel member
- Personal interview – Students will be also in personal interview; questions will be raised by students and higher authorities. Institutional Experience, Integrity, Trust and Mentorship is assessed through this process.

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