

2. RECRUITMENT POLICY & PROMOTION POLICY

RECRUITMENT POLICY & PROMOTION POLICY

Objective:

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

Scope and Application:

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

These rules are subject to such changes from time to time as may be decided by the Governing Body of the respective institutions.

Central recruitment committee:

The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Head of the Institution
3. All Heads of Departments
4. Coordinator IQAC
5. Subject Expert

Strategy:

Identify vacancy: The identification of vacancies depend on:

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

Prepare job description and person specification:

- a) Job description:

- i. Role responsible to
 - ii. Role responsible for
 - iii. Main purpose of the job
 - iv. Principal duties and responsibilities
- b) Person specification: Person specification needs to be neither too narrow nor too broad.
Essential and desirable
- i. Skills and abilities
 - ii. Knowledge
 - iii. Experience
 - iv. Training
 - v. Other requirements

Advertising the vacancy:

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

- Title of the Position:
- Faculty / Department
- No. of positions to be advertised
- Job summary
- Advertisement Text
- Closing Period
- Proposed Interview Date (if known)

Response Management: The applicants can apply for the posts advertised in both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based

on the discipline / Department will be separated and sent to the respective institutions / departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

- ❖ If an applicant doesn't meet an essential criterion they should be discounted from the short list.
- ❖ The criteria for rejection must be demonstrated on the application form.
- ❖ Two or more people should shortlist applications, preferably from diverse backgrounds.
- ❖ Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
- ❖ If an applicant has written anything on the application that discloses a specific request or recommendation, that must not be used in the decision-making process.
- ❖ The candidates can request to see any notes made about them during the short listing stage.

- ❖ If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

Arranging interviews:

- ❖ For eligible applicants, Institution/ Department in-charge shall send email and also call them over phone to inviting them for interview.
- ❖ For unsuccessful applicants, Institution/Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- ❖ Applicant Feedback - If an unsuccessful applicant requests feedback constructive feedback as to why they were not short listed on this occasion shall be provided.

Conducting Interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview 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 institution.

Procedure for Interview

Opening the interview

- ❖ Welcoming the candidate
- ❖ Introducing the panel members (name & role)
- ❖ Providing an outline agenda (including length of interview and when the candidate can ask questions)
- ❖ Informing that the panel will be taking notes for effective questioning and listening:
- ❖ Prudent questioning & more of listening.
- ❖ 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

Taking notes:

- ❖ All members of the panel must take their own individual notes for each candidate
- ❖ Notes should be recorded using Interview Record Sheet
- ❖ Notes should be factual and accurate for recruiting the most suitable candidate
- ❖ The Interview Record Sheets will be kept on record for verification and audit

Closing the interview:

- ❖ Ensure all of the candidates questions have been answered
- ❖ Tell them how and when they will be informed of the outcome
- ❖ Thank the candidate for their time and interest

Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision.

- ❖ The members of panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.
- ❖ The panel should then come together to discuss each candidate's performance in relation to the person's

specification criteria, job description and interview record forms to compare performance.

- ❖ This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria
- ❖ Place all candidates of a relevant discipline in a ranked order
- ❖ All panel members must agree for the 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 successful candidates to the standard pre-employment checks (e.g.

qualifications, experience etc) which will be undertaken by establishment section of the institution

- ❖ Positive and enthusiastic feedback on how well they performed need to be given.
- ❖ Discuss on potential start/joining dates
- ❖ Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- ❖ Explain that establishment section of the institution 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 so that accurate feedback about performance can be provided using the information recorded on the Interview Record Forms within 1-2 days of the interview to confirm that they have not been successful.

Formal offer: Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.

Induction: The Departmental/Faculty Induction should consist of pre arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).

- ❖ A personalized Induction timetable
- ❖ Information about the Faculty / Department structure, etc
- ❖ Any relevant departmental policies and procedures

- ❖ Any other information appropriate to the Faculty/ Department and staff member's role
- ❖ Depending on what is most appropriate, this could be a hard copy pack or references to key documents.

Recommendations for fixing the salary for Appointing Faculty Position

- A. **Assistant Professor:** M .Tech / M. Sc / MA / MBA / Other Relevant PG (Fresher) from any recognized institute.

Salary: AICTE VI pay (Rs.15,600 – 39,100 with AGP of Rs. 6,000) applicable as on date of appointment.

- B. **Associate Professor:** Ph. D from any recognized university with overall experience of 8 years.

Salary: AICTE VI pay (Rs.37,400 – 67,000 with AGP of Rs. 9,000) applicable as on date of appointment.

- C. **Professor:** 5 years experience after Ph .D and should have overall experience 10 years. Ph.D. from any recognized university.

Salary: AICTE VI pay (Rs.37,400 – 67,000 with AGP of Rs. 10,000, fixed at a stage not below Rs. 43,000) applicable as on date of appointment.

Promotion Policy

- A. **Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 6,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 7,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non-PhD holders.
- B. **Assistant Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 7,000 shall be moved to the next higher grade (Academic Grade Pay of Rs. 8,000) within the same cadre after completion of four years of service if the candidate possesses a PhD degree (or) after completion of six years for non -PhD holders.
- C. **Associate Professor:** Assistant Professor with Pay Scale of Rs.15,600 – 39,100 with Academic Grade Pay of Rs. 8,000 with three years of service shall be promoted as Associate Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 (the candidate should possess PhD degree).
- D. **Professor:** Associate Professor with Pay Scale of Rs.37,400 – 67,000 with academic grade pay of Rs. 9,000 with five years of service shall be promoted as Professor in a pay band of Rs.37,400 – 67,000 with academic grade pay of Rs. 10,000.

Note: The candidate need to satisfy minimum API score in Performance Based Appraisal System of the College.