

# **STAFF RECRUITMENT POLICY**

## **Introduction**

Faculty members are the backbone of any academic institute and plays a prime role in the quality of education and to enhance student quality which are fundamental for the existence and success of the College. The technical and administrative staff members play an important supportive role in providing quality services to the students and other stakeholders.

## **Objectives**

- To evaluate the requirement of teaching staff for the college and plan accordingly to recruit adequate qualitative faculty on merit.
- To attract and retain persons highly motivated towards academics and work with commitment to academic and student quality with high knowledge in the subjects of the field.
- To ensure that all the recruitment are in as per the required qualification of Visvesvaraya Technological University, ATICTE and other statutory authorities.
- Transparent recruitment process giving equal opportunity to candidates without discrimination of gender, religion, caste, race, and region.
- To formulate a process for on-boarding and induction of newly recruited staff members through a structured orientation.

## **Scope**

- This Policy will deal with all recruitment related activities of following types of staff either on permanent or on contract/visiting/temporary basis for the effective and efficient functioning of the college.
  - ❖ Teaching Faculties
  - ❖ Non-teaching Faculties
  - ❖ Administrative staff
  - ❖ Supporting Staff.

## **Policy**

1. Governing Council of Institution shall constitute Staff Recruitment Committee (SRC) with the following composition, namely:
  - a. Chairman of the ATME Trust - Chairperson.
  - b. Principal of the Institute – Member Secretary.
  - c. Secretary, ATME Trust, Senior Academician, Dean Academic as members.
  - d. Concerned department HOD & Subject experts as Invitees.
  - e. A representative from Visvesvaraya Technological University (VTU) - Special Invitee.

2. The term of the members shall be two years and that of special invitee shall be as decided by VTU.
3. The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
4. The Committee shall devise a procedure for identifying the vacancies in various department & positions in accordance with the VTU & AICTE regulations. Following is the procedure adopted for identifying the staff requirement.
  - At the end of the academic year/ semester, HOD collects in advance the details regarding the staff who are going to quit from the position for the next academic year / semester.
  - HOD with the help of senior staff consolidates the workload for theory, practical, administrative work, external program and work out the manpower requirement and forwards to Principal.
  - Considering the workload and the VT & AICTE regulation regarding Student Faculty Ratio (SFR), Principal finalizes the total staff requirement.
  - Principal forward the details such as Cadre/Position of job openings, Educational & other eligibility criteria, desired level of experience, expected skillsets etc to the Management, at least a month in advance for the start of the academic year / semester for his approval.
5. The search for prospective candidates shall be implemented in the following ways simultaneously:
  - Advertisements are placed in the leading Kannada and English dailies listing the open positions.
  - The details of the open positions like eligibility criterion, scales of pay and other conditions are displayed on the ATMECE website.
  - Open positions are also circulated through existing employee's referrals.
6. After the Job opening is posted on News Papers, ATMECE website and through employee referrals, eligible candidate can apply either on online or physically.
  - The duly filled application along with required enclosures should reach the Trust office on or before the prescribed date.
  - The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No, Email ID and the names of three referees (with contact information) together with attested copies of certificates and Marks cards (of all the years/semesters) etc., in duplicate (in two sets)

- Separate applications are to be submitted in the event of candidates applying for more than one category of post.
  - Candidates who had applied for the same posts before have to apply afresh again.
  - All appointments will be subject to the terms & conditions of the Employee handbook.
  - Wherever mentioned Retired personnel from teaching/industry and R&D are encouraged to apply for the posts.
7. Applications received are forwarded to respective HOD by the Trust office for short listing by organizing, summarizing the relevant information. The objective of short listing is two folds:
    - To reject applications that do not meet eligibility criteria.
    - To shortlist the candidates from the remaining list so that the number of candidates to be called for interview remains within manageable limits.
  8. Primary criteria at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the Trust office along with their comments and observations for the next level of the Recruitment Process.
  9. Initially the candidates applying for entry level positions will be screened by the Principal, Dean-Academic, HOD of the respective department and a senior faculty member of the department. This group conducts the preliminary interview of the shortlisted candidates to evaluate them for their suitability and to ensure that the prospective candidates have the requisite skills and confidence in their respective domain.
  10. During this round, the group members get an opportunity to assess the candidates better and the candidates get an opportunity to familiarize themselves with the college. As this round concludes, the resumes of all the eligible candidates are forwarded to the SRC for the final round of interview.
  11. The SRC conducts the final round of interviews with the shortlisted candidates. Each member of the committee is asked to rate the candidates for various criteria like Subject knowledge, Communication, Presentation, Confidence, Attitude, etc., Then the candidates will be ranked based on the consolidated rating of the committee members.
  12. Then the candidates will be shortlisted further in a ratio of 1:2, i.e., for everyone position required 2 candidates will be shortlisted and reference check will be done. Reference checks are a way to confirm perception of the candidate. Any doubt about candidate's competency or skill, the reference check is an excellent way to gather more information from different perspectives.

13. Only those candidates who passes through reference check will be considered for recruitment based on the order of merit.
14. The successful candidates are issued Letter of Intent with a 7 days' time frame to accept the offer.
15. After receiving acceptance letters from the candidates, appointment orders are issued to them.
16. All recruitment shall be ratified by the Governing council of the Institute.
17. Newly appointed faculty has to join sufficiently in advance or at least a fortnight ahead of the academic term day so that they will have enough time to get acquainted with the new environment, syllabus and other areas.
18. On reporting for duty at the college, newly recruited shall meet the Principal and submit the joining report duly filled. Newly recruited will shall also undergo a mandatory orientation training.