

## Recruitment Policy & Promotion Policy

### Objective:

To recruit potential employees who have the relevant skills, Qualifications and experience to make 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 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. Dean, Academics
5. Subject Expert

### Strategy:

**Identify vacancy:** The identification of vacancies depend on:

1. Existing changes arising due to termination, resignation, superannuation, relieve and/or
2. New workload requirements such as creation of new position or temporary additional workload
  - a. Prepare job description and person specification:

#### Job description:

- Role responsible to
- Role responsible for
- Main purpose of the job
- Duties and responsibilities

- b. Person specification: Person specification needs to be neither too narrow nor too broad.

#### Essential and desirable:

- Skills and abilities
- Knowledge
- Experience
- Training
- 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
- 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. After the applications are received a database is created by the Central Recruitment Committee. These applications based on the discipline / Department will be separated and sent to the respective departments for short listing.

**Short-listing:** In this process applications are sorted out 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.

1. If an applicant doesn't meet an essential criterion they should be discounted from the short list.
2. The criteria for rejection must be demonstrated on the application form.
3. Two or more people should shortlist applications, preferably from diverse backgrounds.
4. Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
5. 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.
6. If the number of applicants meeting the essential criteria becomes difficult to manage, basing on the situation a desirable criteria may be considered as a further screening method.

#### **Arranging interviews:**

1. For eligible applicants, Institution/ Department in-charge shall send email and also call them over phone inviting them for interview.
2. For unsuccessful applicants, Institution/Department in- charge shall send email and also call them over phone informing them that they have been unsuccessful.
3. 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
- 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 to discuss each candidate's performance on the basis of the meeting requirements specified for the job.
- This will enable 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 first choice candidate is decided, consider other candidates that are eligible for recruitment and rank them so that list of selected candidates and the waiting list can be prepared.
- If there are any doubts over the ability of all of the candidates attended to carry out the role. It is better to re advertise the vacancy and appoint the right person.

### **Making the appointment**

- The chairman of the panel should congratulate the selected candidates 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 start/joining dates
- Inform the selected candidates probable 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 informed that their feedback about performance can be provided using the information recorded on the Interview Record Forms within have not been successful as their performance was not up to the mark.

**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
- 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



## Recommendations for fixing the salary for Appointing Faculty Position in AICTE Scales

### Promotion Policy

- Person entering the teaching profession with PG Degree shall be designated as Assistant Professor.
- Assistant Professors with Ph.D. having 5 years of experience or Assistant Professor with completed service or 10 years can be promoted as Associate Professor
- Associate Professors completing Ph.D. having 10 years of Experience shall be promoted as Professor

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

*Sree. Naray*  
PRINCIPAL  
ANNAMACHARYA INSTITUTE OF  
TECHNOLOGY & SCIENCES  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A.P