

## RECRUITMENT AND SELECTION POLICY

Document	Policy and Procedures Compendium
Department	Administrative Office
Document Code	AO/P&P/07
Title	RECRUITMENT & SELECTION POLICY
Approved by	Maharani Lakshmi Ammanni College Trust (Regd.)

## INTRODUCTION

Maharani Lakshmi Ammanni College for Women is an autonomous college managed by the Maharani Lakshmi Ammanni College Trust. Maharani Lakshmi Ammanni College for Women (hereinafter called mLAC) was granted autonomy covering academic, financial, administrative and managerial aspects by the University Grants Commission (UGC) in the year 2016. The purpose of granting autonomous status to higher education colleges by UGC is to ensure that standards of excellence are maintained in all areas of college functioning. Teaching and administrative staff play a pivotal role in ensuring that students entering the portals of mLAC have enriching learning experiences. The mLAC management therefore, lays great emphasis on recruitment and selection of employees, providing them opportunities for professional growth and encouraging them with proper service conditions. The Recruitment Policy of mLAC is meant to ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner.

## OBJECTIVES

mLAC recognises that its staff are fundamental to its success. The objectives of this policy are:

- to provide a sound framework for the recruitment and selection of staff
- to enable recruitment and selection of the right person for the right position
- to encourage diversity and inclusivity in the selection of staff
- to ensure a fair and unbiased selection process

## SCOPE

The employees of mLAC include grant-in-aid and non grant-in-aid staff. The grant-in-aid staff are appointed under the State Government/UGC regulations. This Policy is applicable for the recruitment and selection of non grant-in-aid staff.

## CORE PRINCIPLES OF RECRUITMENT AND SELECTION

mLAC will

- follow the principle of open competition in its approach to recruitment.
- seek to recruit the best candidate for the job, based on merit.
- ensure identification of the most suitable person to the role and the college.
- treat all candidates fairly, equitably, with respect and courtesy, aiming to ensure that the experience of candidates is positive, irrespective of the outcome.
- ensure that all documentation relating to applicants will be treated confidentially.
- be committed to creating a sustainable workforce of well qualified staff across all domains.

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*[Signature]*  
Principal

**Maharani Lakshmi Ammanni College  
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## FUNCTIONAL CLASSIFICATION OF STAFF

Teaching / Academic positions	Non-teaching staff
Principal	Office Superintendent
Vice Principal	First Division / Second Division Assistant
Associate Professor	Accountant
Senior Assistant Professor	System Admin.
Assistant Professor	Librarian
Controller of Examinations	Asst. Librarian
Deputy Controller of Examinations	Library Assistant
Librarian	Lab. Assistant
Sports Instructor	Attender

## OTHER ADMINISTRATIVE POSITIONS

Finance Officer and Administrative Officer - She/he shall be the Chief Financial Officer / Head of administration who will directly report to the Board of Trustees/ Managing Trustee.

### 1. RECRUITMENT OF TEACHING STAFF

#### 1.1 Eligibility

- The qualifications, experience and other requirements to be fulfilled by the candidates shall be as specified and mandated by the UGC Regulations and Government Policy.
- The subject/discipline in which the recruitment is to be made shall be finalized by the Head of the College in consultation with the respective Coordinator/HoDs, based on requirements.

#### 1.2 Preparation Stage

The recruitment of staff shall take into account mLAC's need for making appointment to fill vacancies due to retirement/resignation of an existing employee or to meet the demands of additional workload due to introduction of new courses.

The planning process is to be undertaken at the beginning/end of each academic year. Recruitment during or in between the academic year should be strictly avoided, unless in case of an emergency. This will be carried out by the Principal/ Vice-Principal along with the HoDs.

#### 1.3 Procedure

- The total teaching work load for each semester for all the programs shall be calculated before the beginning of the academic year
- The work load shall be compared with the work load of existing faculty
- In case of gap, the Principal shall be informed about the need for full time/ part time/ visiting faculty to fill the vacancy.
- The college shall invite applications from prospective candidates through advertisements in leading dailies specifying that all correspondence be addressed to the Principal/ Administrative Officer.

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*[Signature]*

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- Detailed announcement shall be made on the website of the college
- Referrals from existing staff members shall be accepted
- Walk-ins with resumes and CVs received through mail/post shall also be considered.
- Based on recommendation by the Principal, the mLAC Trust shall constitute a Pre-Interview Board comprising HoD and two senior faculty members to scrutinize the applications.
- The Pre-Interview Board shall shortlist suitable candidates and invite them for a demonstration class on an appointed date and time.
- The candidates shortlisted by the Pre-Interview Board shall be invited for a presentation/personal interview.
- An Interview Committee comprising the Principal, HoD, two subject experts and one of the trustees shall be constituted to conduct the interview.
- The interview process shall include presentation and/ or personal interview.
- The candidates shall attend the interview with relevant documents and shall produce them to the Pre-Interview Board when demanded.
- Merit list of candidate shall be prepared by the Pre-Interview Board based on the following criteria:
  - Qualification
  - Experience
  - Research projects
  - Publications
  - Teaching demonstration
  - Presentation
  - Personal Interview
- Break down of marks/ maximum marks under each criterion shall be decided by the Principal based on the course and requirement of manpower.
- The Interview committee shall prepare the merit list and submit the interview report with recommendations for appointment to the Principal.
- Principal shall issue appointment letters to the selected candidates.
- The selected candidates shall report for duty within a maximum period of 15 days from the date of receipt of the appointment letter.
- In case of failure to do so, the offer of appointment may be withdrawn and the next candidate in the merit list shall be offered the position.
- The candidates finally appointed shall be on probation for a period of two years
- Probation and confirmation shall be as per service rules and conditions of mLAC.

Note: The selection of the new employee shall be completed one month prior to the commencement of the following academic year.

#### 1.4 Salaries, Emoluments and other benefits

- The salary admissible to employees shall be as per the scale fixed by the college
- Every employee shall open a savings bank account at the designated bank of the college and the salary will be transferred to the account
- Faculty Equivalence

Teaching Faculty – New Recruits	Salary Fixed
Post Doc experience of 1-2 years	2 Increments

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During their Ph.D program with CSIR/UGC/ INSPIRE and the other Government sponsored fellowships	1 increment
Ph.D + Publications (SCOPUS / High Impact Factor Journals) subsequent to completion of Ph.D.	1 Increment
Ph.D + Research experience (Minimum 3 Years)	1 Increment
Teaching experience (UG / PG) More than 5 Years but less than 10 Years	1 Increment
Teaching experience (UG / PG) More than 10 Years	2 Increments
Corporate experience > 5 Years	1 Increment

**Note: New recruits who fulfill many of the above mentioned faculty equivalence criteria shall be eligible for a total of 4 increments (maximum).**

### 1.5 Part time faculty, Guest faculty, Contractual and Visiting faculty

- These positions shall be normally filled by invitation.
- A Committee comprising of senior faculty members and HoDs shall be constituted by the Principal.
- The Principal shall invite the persons identified by the Committee to take up the relevant position.
- Honorarium to be paid and the tenure of appointment shall be as approved by the Principal.

## 2. RECRUITMENT OF NON-TEACHING STAFF

2.1 The Non-teaching positions at mLAC are as follows:

- Office Superintendent
- First Division / Second Division Assistant
- Accountant
- System Admin.
- Librarian
- Asst. Librarian
- Library Assistant
- Lab Assistant
- Attendant

2.2 Eligibility Criteria for recruitment of non-teaching staff – as per Karnataka State Govt. Rules

Sl.No.	Position	Minimum Qualification
i.	Office Superintendent	Graduation + 10 Years of experience in computerized office management at HEIs
ii.	First Division Assistant	Graduation + 7 Years of experience in computerized office management at HEIs
iii.	Second Division Assistant	Graduation

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iv.	Accountant	Graduate / Post Graduate in Commerce + Knowledge of Computerized Accounting
v.	System Admin.	B.Sc / M.Sc. (Computer Science) or BCA / MCA
vi.	Librarian	M.Lib. + 10 years experience in Library Management
vii.	Asst. Librarian	B.Lib.
viii.	Library Assistant	Graduation
ix.	Lab. Assistant	PUC / Diploma
x.	Attenders	SSLC

**Note: None of the above eligibility criteria shall adversely affect the interests of any person who was appointed prior to commencement of these rules, subject however to the condition that such person shall not be eligible hereafter for appointment to any other position without possessing or acquiring such qualifications as are prescribed for that position.**

### 2.3 Recruitment & Selection of non-teaching staff

#### Preparation stage:

The recruitment of non-teaching staff shall take into account mLAC's need for making appointment to fill vacancies due to retirement/resignation of an existing employee or to meet the demands of additional workload due to changing expectations from higher education bodies.

The planning process is to be undertaken at the beginning/end of each academic year. Recruitment during or in between the academic year should be strictly avoided, unless in case of an emergency. This will be carried out by the Principal/ Vice-Principal along with the Office Superintendent.

#### Procedure:

- The college shall invite applications from prospective candidates through advertisements in leading dailies specifying that all correspondence shall be addressed to the Principal/ Administrative Officer.
- Detailed announcement of vacancies shall be made on the website of the college
- Referrals from existing staff members shall be accepted
- Walk-ins with resumes and CVs received through mail/post shall also be considered.
- A Pre-Interview Board comprising Administrative Officer, Office Superintendent and a senior office staff shall shortlist suitable candidates and invite them for a personal interview on an appointed date and time.
- The interview process shall be conducted by an Interview Committee comprising the Principal, Administrative Officer, Office Superintendent and a senior office staff.
- Evaluation for selection shall be based on a personal interview and demonstration of technical skills
- The candidates shall attend the interview with relevant documents and produce them to the Pre-Interview Board when demanded.
- Merit list of candidate shall be prepared by the Pre-Interview Board based on the following criteria:
  - Qualification

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- Experience
- Demonstration of technical skills
- Personal Interview
- Break down of marks/ maximum marks under each criterion shall be decided by the Principal based on the requirement of manpower.
- The Pre-Interview Board shall prepare the merit list and submit the interview report with recommendations for appointment to the Principal.
- Principal shall issue appointment letters to the selected candidates.
- The selected candidates shall report for duty within a maximum period of 15 days from the date of receipt of the appointment letter.
- In case of failure to do so, the offer of appointment may be withdrawn and the next candidate in the merit list shall be offered the position.
- The candidates finally appointed shall be on probation for a period of two years
- Probation and confirmation shall be as per service rules and conditions of mLAC.

### 3. Induction and Orientation

- On the day of joining the following documents/certificates shall be submitted to the administrative office:
  - A copy of the appointment letter
  - A copy of the joining report
  - A copy of the birth certificate/ Proof of date of birth
  - A copy of Aadhar Card and PAN Card
  - A copy of educational certificates from Class XII onwards
  - A copy of experience certificates from first job onwards
  - A salary certificate from the last employer and a copy of the last salary slip, if any
  - A copy of the relieving letter from the last organizations that the newly appointed staff has worked prior to joining mLAC. In case relieving letter is taking some time, a copy of the resignation letter duly acknowledged by the previous employer may be submitted.
  - In case of PF transfer, the relevant documents as specified by the college
- Employee ID: A unique employment identification card bearing a number, which will be used for all mLAC processes and communication will be issued.
- Mentor allocation: On the day of joining, a mentor who is an existing employee – a seasoned employee will be assigned to help answer the new recruit's questions and share with them an understanding of organizational practices. They also can help to introduce the new recruit to people with whom they will be interacting on a regular basis, give them a walking tour of the campus, and orient them with mLAC culture.
- Orientation Program: All new employees shall go through an orientation program that is designed to assist them in adjusting to their jobs and work environment and to instill a positive work attitude and motivation at the onset.

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*[Signature]*  
**Principal**

### 4. Succession Plan for key positions of the college

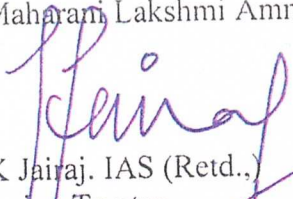
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A particular internal individual or employee shall be identified as the possible successor to the key or senior position whose tenure is nearing completion, provided that the individual fulfils all conditions required for appointment. Therefore, no special conditions have been laid for such appointments.

- 5. Code of Ethics:** There shall be a Code of Ethics to be strictly followed by all academic, administrative and support staff as prescribed in the Employee Handbook of mLAC

For Maharani Lakshmi Ammanni College Trust (Regd.)

  
Sri. K. Jairaj. IAS (Retd.)  
Managing Trustee

**MANAGING TRUSTEE**

Maharani Lakshmi Ammanni College Trust (R.)  
Malleswaram, Bangalore - 560 012

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**Principal**

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