



## FACULTY RECRUITMENT POLICY

### **Objective:**

The main objective of a recruitment policy is to ensure that the recruitment and selection process is unbiased and transparent, ensuring that you appoint the best candidate based only on the individual's merit and compatibility with your organization's values, goals and culture.

### **Process:**

The selection committee shall prepare a job description and job specification for the candidate to be recruited.

The committee shall augment candidature in a ratio of 1:2 for every position to be filled from any or all of the following sources: Advertisements in the Newspapers, Files maintained for storing the unsolicited applications and References.

If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

The committee shall short list the candidates in the following processes: Personal interviews and class room demonstrations.

The committee shall finalize the short listed candidates and submit their recommendations along with the personal data sheets of the candidates to the Chairman/ Managing Director who in turn will approve the decisions of the committee on the appointment.

An Offer of appointment shall be released by the Principal through HR.