

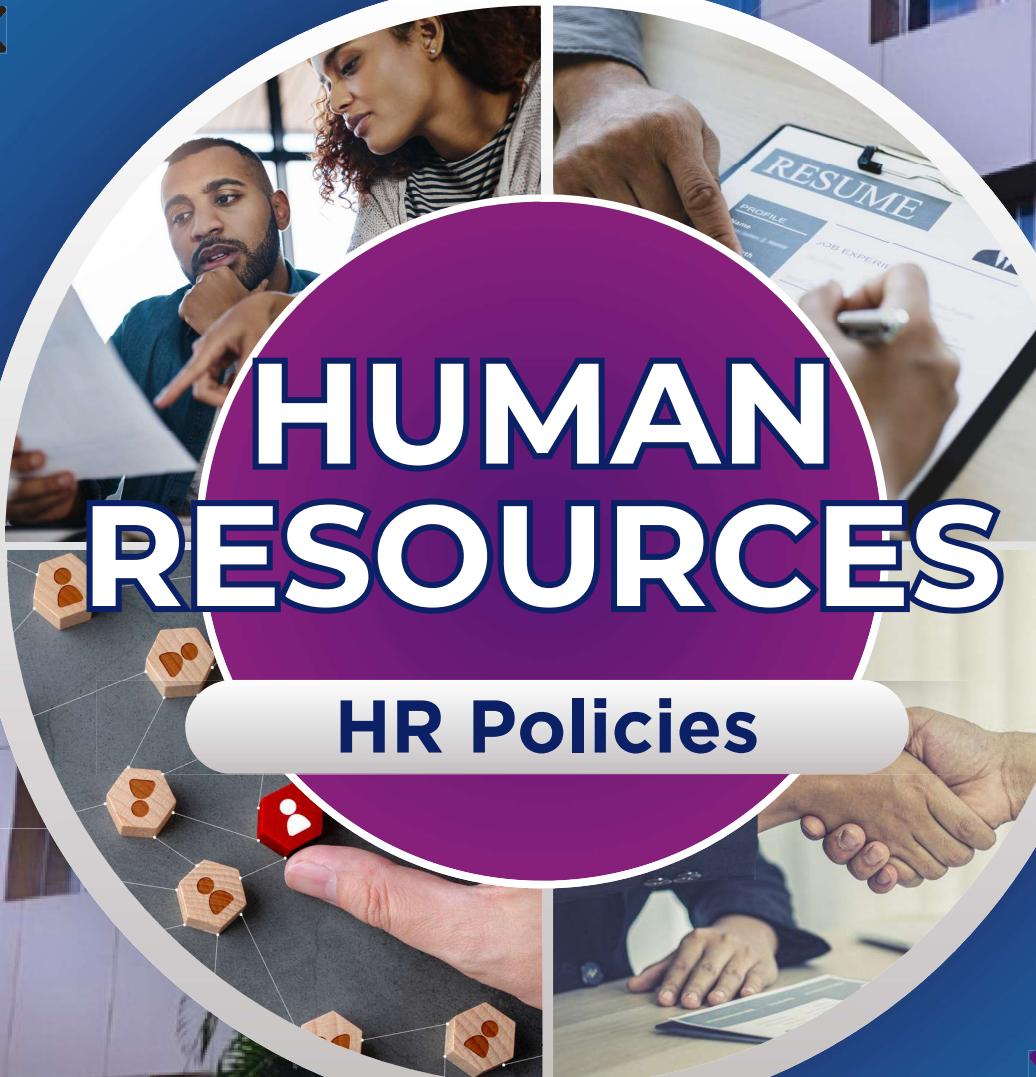


AIMS INSTITUTES
Peenya, Bengaluru

Acharya Institute of Management and Sciences

HUMAN RESOURCES

HR Policies





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Acharya Institute of Management and Sciences (AIMS)

Recruitment & Selection Policy

1. Introduction

At AIMS, Bangalore, we are committed to fostering academic and operational excellence by recruiting talented, qualified, and motivated individuals. The Recruitment & Selection policy outlines the institutional framework for hiring teaching and non-teaching staff. Our objective is to ensure a fair, transparent, and merit-based hiring process that aligns with our institutional values and complies with guidelines set by statutory and accreditation bodies such as **AICTE, UGC and NAAC**.

2. Objectives

- To attract skilled and diverse talent aligned with institutional growth and strategic goals.
- To implement standardized, fair, and transparent hiring practices.
- To ensure compliance with statutory and accreditation regulations.
- To promote a culture of meritocracy, professionalism, and equal opportunity.
- To support long-term human resource planning and institutional development.

3. Methods of Recruitment

3.1 Teaching Staff Recruitment Methods

- Advertisement**

Job postings are shared on the AIMS website and platforms such as Naukri.com, LinkedIn, Pyjama, and WorkIndia.

- Referrals & Internal Recommendations**

Faculty referrals and internal recommendations are encouraged to identify high-quality candidates.

- Direct Applications**

Applications received regularly are screened and shortlisted based on eligibility and organizational requirements.

- Adjunct Faculty**

Adjunct Faculty perform responsibilities similar to regular faculty members but are engaged on a consolidated pay basis. They are typically industry professionals or subject matter experts with significant relevant experience.

- **Industry Experts/Guest/Visiting Faculty**

Experts may be engaged for part-time or specialised teaching assignments based on experience and requirement.

3.2 Non-Teaching Staff Recruitment Methods

- **Advertisement**

Opportunities are advertised through online portals including LinkedIn, Pyjama, WorkIndia, and the institute website.

- **Employee Referral Networks**

Employee-driven referrals help identify reliable and trusted candidates while reducing turnaround time.

- **Internal Promotions**

Internal candidates are given preference for openings based on performance and appraisal outcomes.

- **Consultants**

Consultants are appointed at AIMS based on their extensive experience and specialized domain expertise and are compensated on a consolidated pay basis.

4. Recruitment & Selection Processes

4.1 Mode of Selection – Overview

The selection process at AIMS is rigorous and merit-driven, focusing on academic, administrative, and functional competencies based on the position applied for. It is conducted in strict alignment with institutional HR policy, applicable labour laws, and accreditation standards.

5. Teaching Staff Selection Process

A structured approach is followed for the recruitment of teaching personnel:

Step 1: Application Screening

Applications are reviewed based on:

- Educational qualifications (Master's, Ph.D, NET/SLET)
- Relevant academic/industry/research experience
- Research publications in recognized journals
- Awards or recognitions

Shortlisted candidates are informed via telephone.

Step 2: Personal Interview & Subject Knowledge Assessment

The HR department organizes structured interviews evaluating:

Assessment Areas:

- Subject matter expertise
- Teaching aptitude and delivery
- Communication and interpersonal skills
- Research orientation

Step 3: Teaching Demonstration

Candidates deliver a live or mock teaching session, assessed on:

- Clarity and organisation of content
- Student engagement techniques
- Use of teaching aids and technology
- Depth of knowledge and presentation skills

Step 4: Final Evaluation & Selection

- A Rating Sheet is prepared.
- Final approval is taken from the Chairperson of the Selection Committee.

Step 5: Offer & Onboarding

- A formal offer letter is issued post-approval through Email.
- Required documents include academic credentials, previous employment records, and ID/address proof.
- Onboarding involves induction, HR policy familiarisation and departmental assignments.

6. Non-Teaching Staff Selection Process

A focused approach is adopted to assess functional competency, attitude, and administrative capability:

Step 1: Application Screening

Assessment is based on:

- Educational qualifications
- Relevant administrative/technical work experience
- Office and IT proficiency

Step 2: Skill / Aptitude Tests (if applicable)

Candidates may be assessed through tests relevant to the role, such as:

- Typing speed, MS Office proficiency
- Accounting/finance tests
- Email writing or communication evaluations

Step 3: Personal Interview

Personal Interview to assess:

- Role understanding and skill alignment
- Problem-solving and communication skills
- Professionalism, ethics, and adaptability
- Fit with institutional values and team culture

Step 4: Final Selection & Appointment

Upon successful verification:

- Formal offer letter is issued.
- HR initiates the on boarding and induction process.

7. Selection Committees

7.1 Teaching Staff Selection Committee

The **Teaching Staff Selection Committee** is constituted to align with the institutional policy and NAAC guidelines. The objective is to ensure transparency, fairness, and merit-based appointments in all teaching positions.

Composition:

- **Chairperson:** CEO/Executive Director/Principal, AIMS
- **Members:**
 - Director/Program Manager
 - Senior Faculty Member (from the relevant department or discipline)
 - HR Manager
 - External Subject Matter Expert (if required)

Key Responsibilities:

- Monitor and **oversee the recruitment process**, ensuring timelines and institutional standards are met.
- **Adherence to equal opportunity, diversity, and anti-discrimination policies.**
- Evaluate applications, conduct interviews, and **approve the shortlist of candidates and final selection** in alignment with institutional quality standards.
- Ensure compliance with **statutory norms and accreditation guidelines** such as UGC, AICTE and NAAC wherever applicable.

7.2 Non-Teaching Staff Selection Committee

The non-teaching staff selection committee is similarly constituted to promote transparency and compliance.

Composition:

- **Chairperson:** CEO/Executive Director/Principal
- **Members:**
 - HR Manager
 - Administrative Heads / Senior Administrative Staff

Key Responsibilities:

- Coordinate screening and assessment procedures
- Conduct interviews and evaluations
- Approve final selection in line with institutional standards

8. Confidentiality & Documentation

- All selection-related evaluations, interview records, and final decisions must be confidential.
- Documentation of each stage must be maintained and stored by the HR Department for regulatory and institutional auditing.
- Final selections are made in consultation with the Principal/Director and relevant authorities.

9. Compliance Statement

This manual aligns with labour laws, accreditation frameworks, and educational policies applicable to higher education institutions in India. It reflects AIMS' commitment to operational integrity, equal opportunity, and institutional excellence.