AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING – SELF-FINANCE POLICY		
Title: Recruitment Policy		
Description: The **Recruitment Policy** of Agurchand Manmull Jain College ensures a transparent, fair, and merit-based selection process for hiring qualified faculty and staff. It aims to attract talented individuals who align with the institution's vision, mission, and values, while promoting diversity and equal opportunity in all hiring practices.		
UDIN	AMJ/POL/ADP/REP/2024/26/VER-2	
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Revision Period	May 2024	
Review Cycle	1 year	
Policy Population	All staff of self-financing division	
Policy Implementing Department	Human Resource Department (HRD)	
Proposer	Dr. M M Ramya, Dean	
Drafter(s)	Mr. Pirama Nayagam S, HRD	
Revisor(s)	Ms. Bhavani S, Asst. Coordinator, IQAC & Ms. Mehala Devi P, HRD	

INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - SF		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Dean	Dr. M M Ramya	
Deputy Dean	Dr. R. Surekha	
Coordinator, IQAC	Dr. V. S. Murali	
Chief Manager, Management office	Mrs. Sangeetha Rajappa	

AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

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I. Background

Recruitment has become an important process in the highly competitive education market. The recruitment policy of Agurchand Manmull Jain College emphasizes diversity and inclusion, leverages digital platforms for efficient and transparent hiring processes, and supports flexible work arrangements to attract and retain top global talent. The policy prioritizes research excellence, industry collaboration, and sustainability, ensuring alignment with the institution's values and commitment to social responsibility.

II. Objectives

- **Promote Diversity and Inclusion**: Ensure a diverse and inclusive workforce by actively seeking candidates from various backgrounds and reducing unconscious bias in the hiring process.
- **Foster Research Excellence and Innovation**: Prioritize candidates with strong research backgrounds, innovative teaching methodologies, and industry collaboration experience.
- **Support Sustainability and Social Responsibility**: Integrate sustainability practices into recruitment and align hiring with the institution's commitment to social responsibility.
- **Ensure Transparency and Fairness**: Maintain clear, transparent, and fair hiring processes to build trust and integrity within the institution.

III. Scope:

This Staff Recruitment Policy is applicable to all those candidates who are applying for a suitable vacancy at our institution.

IV. Recruitment process

1. Workload Planning
2. Inviting Applications
3. Screening of applications & CV

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4. Preliminary Discussion & Assessment of skill sets
5. Shortlisting candidates
6. Final Panel Interview & Salary discussion – Selection Committee
7. Issuing Offer Letter
8. Non-Compliance

1. Workload Planning

HRD of Agurchand Manmull Jain College will do a Job Analysis and design the workload in consultation with the Academic and Admin Heads. The staff requirement for each semester will be planned based on the number of students, classroom, syllabus, subjects and also on the basis of administrative support.

2. Inviting Applications

HRD of Agurchand Manmull Jain College will invite applications for vacant posts through open competition with multiple recruitment strategies such as

i. **Internal Recruitment:** This process includes by promoting the staff to open positions or internally transferring them to different departments. HRD will also float Internal Job Posting as part of a career development program that motivates and encourages the interested potential candidate within AMJC to apply to take up the challenging roles.

ii. **External Recruitment:** This process involves applicants from external sources such as posting job advertisements on job boards, newspapers, or institute website to attract the suitable candidates.

   a. **Direct Recruitment –** This method is approaching potential candidates directly through social media such as facebook, whatsapp, twitter, instagram and also through online professional networking sites such as LinkedIn etc.

   b. **Indirect Recruitment** – This strategy involves through third-party recruitment agencies and also through Employee Referral program.

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iii. **Lateral Recruitment/Hiring**: This method of recruitment will be suitable for selecting qualified and experienced candidates from other institutions and organizations. They would be considered as passive candidates to fill the gaps for their new perspective from a competitive cultural background and environment, thereby reducing cost and time.

a. To meet higher quality in teaching and research, AMJC would also hire industry experts from National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT through lateral hiring.

b. The HRD would also recruit Ad-hoc, visiting faculties, Professor Emeritus and distinguished Professor through Lateral Hiring.

c. Such industry experts and senior academicians will supplement teaching and will collaborate with the faculty of AMJC to stimulate teaching activities through the same recruitment process.

3. Screening of applications & CV

All scrutinized applications should be filtered out as per the job requirements, job descriptions, job specifications and also as per the latest government orders/guidelines. The respondent's application & CV should be meticulously screened & verified with the below information to ensure that the information is accurate & should in turn be mapped to the respective vacancy.

4. The prospective candidates must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like (State Level Eligibility Test SLET/SET. This shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions for such disciplines for which NET/SLET/SET has been conducted.

5. A due consideration and weightage shall be provided for the candidates who are or have been awarded a Ph.D. Degree obtained in their Master's Degree in accordance with the University Grants Commission.

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6. The time taken by candidates to qualify NET/SLET/SET and to Ph.D. Degree shall not be claimed or considered as the eligibility for appointment to the teaching positions.
7. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of academic staff and other equivalent cadres.
8. As a responsible educational institution, we provide equal opportunity for deserving and suitable differently abled candidates, like Blindness & Low Vision, Deaf & Hard of Hearing, Locomotor disability, Autism, intellectual disability etc to emphasise diversity and inclusion.
9. The screened candidates will be invited for the preliminary discussion.

10. Preliminary Discussion & Assessment of Skill Sets

This preliminary level of one-on-one interview will be conducted for both Academic and Administrative candidates.

a. All the candidates screened through internal, external, direct, indirect, lateral and referral will undergo a similar process of interview as mentioned above.
b. Initial screening of the candidate for the suitability, fitment and profiling would be done by the HR Department. The HRD would validate the Job Specification such as eligibility, education, experience and skill.
c. Preliminary round evaluates verbal and non-verbal communication, attitude and behaviour of the candidate. No special consideration will be granted for the candidates.
d. During this round of discussion, HRD would find the interest level of the candidate to join the institution, their expected compensation, notice period and recommend the candidature for the next and final round of discussion.
e. This level comprehends the candidate's personal and career profile.

11. Shortlisting candidates

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After the preliminary discussion, the candidates will be further shortlisted towards the suitability of profiles, cost, experience and number of vacancies and they will be called for the final level of interview with the Management and selection committee.

12. Final panel Interview & Salary discussion – Selection committee

Candidates shortlisted from the preliminary level of the interview will be called for the final interview through the selection committee. However, support staff will not have panel interviews since they need not to be evaluated on cognitive skills and specialization but the final interview will be conducted with the Chief Manager.

13. This panel interview would be headed by a management committee member and contains Academic /Administrative Head, Facilitators, Department Head and subject matter expert, based on the profile. Candidates would undergo a full-fledged interview.
14. The Selection Committee for Final Level of Interview will be constituted as follows:
    i. Academic Staff:
        a. Management Committee Member
        b. Dean / Deputy Dean
        c. Facilitator
        d. Subject Matter Expert.
    ii. Administrative Staff:
        a. Management Committee Member
        b. Chief Manager
        c. Dean / Deputy Dean
        d. Concern Department Head
15. The selection committee would impartially assess the candidate's potential against the specific requirements of the position and to deliver for future development.
16. Candidate's subject knowledge will be assessed in detail by the subject matter expert, if required a mock/demo class will also be arranged for the teaching

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candidates to select the right candidate free from prejudices and any conflict of interest.

17. The selection committee will select the candidates only on the basis of competency, merit, and fairness and recommend to the HRD for further onboarding process.
18. The selection committee finalizes the salary after a mutual consent between the committee/panel & the candidate.
19. The Internal Quality Assurance Cell (IQAC) shall act as the documentation and record-keeping cell for the institution, including assistance in the development of recruitment assessment criteria and methodology as per regulations.
20. Decision made by the selection committee will be final and binding.

21. Issuing offer letter

a. Upon the decision made by the selection committee, a Letter of offer will be released with the Reporting Date, Designation, Department and Compensation. Upon joining on the date mentioned, an appointment order will be issued to the staff within two weeks of reporting along with the supporting documents mentioning the Job description & expectations will also be provided.

b. A copy of Offer and Letter of appointment will be filed after the candidate duly read and signed. This is a part of the standard documentation management process.

c. Salary annexure is provided along with the appointment order in detail by the HR Department.

22. Non Compliance by the candidate:

a. All selected candidates will be called to report for work as mentioned by the Management. If a candidate is unable to join on the said date and time, they request the management for extension in prior avoiding last minute surprises, mentioning their possible date of joining.

b. If a candidate does not turn up on the joining date and if there is no response from their end on their end, the candidate must be called and intimated of their joining,

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if the candidate, does not respond through calls, an e-mail has to be sent to the candidate.

c. If the candidate does not respond back through any forms, an initial mail could be senet to the candidate by providing additional 5 days for joining. If the candidate is not responding even to the warning mail, 2nd warning mail to be sent on 10th day from the date of joining. If the candidate does not respond back even to the second intimation, a final e-mail could be initiated for the cancellation of candidature and the opportunity has been passed on to other deserving candidates.

d. The status of the approval should be intimated to the candidate through mail or call.

e. It is at the sole discretion of the management to approve or deny the request of extension.

V. Policy Review - The policy shall be reviewed every 1 year.

VI. Policy Population: This staff recruitment policy applies for recruiting all academic and administrative staff requirement of Self- Aided stream (Shift – II) at Agurchand Manmull Jain College

VII. Conclusion:

A well thought and driven Recruitment policy would be able to attract the right candidate and create the best talent pool in the AMJC's academic landscape. This policy would create a great leap in the history of Agurchand Manmull Jain College providing the competitive hiring, with less time, technology. The interview process of AM Jain College is based on merit throughout the selection process and would demonstrate the core values such as Transparency, Impartiality, equality, fairness, and natural justice.

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