

STAFF RECRUITMENT AND APPRAISAL POLICY

INTRODUCTION

At Saraswathi College of Arts and Science, the recruitment policy is crafted to reflect our commitment to shaping future leaders and innovators. Recognizing the critical role that faculty and staff play in our success, we aim to identify and engage individuals who are not only experts in their fields but also passionate about making a meaningful impact on students' lives and the broader community. This policy ensures a systematic, transparent, and merit-based approach to hiring, enabling us to respond swiftly to our evolving human resource needs while upholding the highest standards of fairness and inclusivity.

OBJECTIVE

To strategically attract, engage, and secure top-tier talent that aligns with Saraswathi College of Arts and Science's vision of academic excellence, innovation, and community impact. Our goal is to foster a dynamic and inclusive workforce dedicated to advancing the college's mission through cutting-edge research, exceptional teaching, and transformative educational experiences. The objective is to enhance human resources to promote an abundance of quality in education through the recruitment process with highly qualified, talented, and diverse faculty/staff members for the institution.

QUALIFICATIONS

Recruitment of staff members is done based on the norms prescribed by University of Kerala for Various cadres.

- Teaching: Assistant Professor /Associate Professor /Professor/ Principal.
- Non-Teaching: Lab In-charge / Librarian / Administration.

COMPOSITION OF SELECTION COMMITTEE

The selection committee is constituted specifically for governing the recruitment procedure and the committee members are appointed by the Principal. The composition of selection committee consists of:

1. The Interview Committee Chairperson (Principal)
2. Concerned Head of the Department
3. The institution Subject Expert or senior-level HoD identified by the Principal
4. The Chairman of the Institution or Chairman's nominee

THE RECRUITMENT PROCESS

At the end of each semester, the HoD's review the upcoming semester's teaching-learning process and prepare the staff requirement report as per the academic work schedule given by statutory bodies. The staff (teaching and non-teaching) requirement shall be prepared before the last working day of each semester by the concerned HOD. The Principal discusses the requirement in the HoD's meeting and finalizes the decision, taking into account the increase in in-take / new course/staff leaving, etc. The principal forwards the consolidated staff requirement list to the chairman with suggestions for approval along with the current workload status. After approval from the Chairman approval, invite applications for all positions that are advertised in the press / online portals. After the receipt of the applications, the department HOD shall shortlist the candidates based on their educational qualifications, experience, and location of residence. After scrutiny candidates are shortlisted and intimated to appear for a personal interview on a specified date and time.

SELECTION CRITERIA

- On the specified interview date, the candidates are asked to fill in the institution's application form.
- The candidates shall be given chance to give a technical presentation on any one topic of their interest, to assess their suitability technically.
- Based on their presentation the Committee shall prepare a panel of selected candidates in the order of merit.
- The committee selects the candidates and submits the interview reports with recommendations to the Chairman for further action. The chairman will take the final decision as regards the appointment of the individual.
- After the approval from the chairman the selected candidates will be given the Offer of Appointment subject to the submission of the candidate's degree certificate in the original for verification.
- The appointment letter indicating the pay package and service rules to the selected candidate.
- Joining Report: At the time of joining, faculty should submit a joining report to the office, with the signature of the HOD and Principal. Faculty must also submit all their original documents to the Administrative office while joining with the following enclosures:
 - (a) Relieving letter from the previous employer, if any.
 - (b) Evidence of date of birth/proof of age.
 - (c) Highest original certificate of qualification and experience, with one set of copies of these certificates, duly self-attested.
 - (d) Publication copies/copies of participation certificates.
 - (e) Highest Original Degree Certificate, if not submitted earlier.
 - (f) Aadhaar Card Copy / PAN Card Copy / Residence Proof;

The candidates, who are not selected due to various reasons, will be informed separately as "Wait Listed" as and when required, and depending on emergency/exigency situations, they could be called if they are available for the vacancies.

STAFF PERFORMANCE APPRAISAL

To enhance and evaluate the effectiveness and academic quality of the staff members and also to make them be involved in various developmental activities self-appraisal form with academic performance indicators is given to all staff members and the collected review forms are reviewed by the Principal and recommended to the chairman for further action of improvement.

Resignation and Termination Policy

Resignation

1. If a staff member expresses their unwillingness to continue, they will be discharged from duty at the end of the last working day of the semester after completing their assigned work.
2. Staff members in regular service who wish to resign must provide one month's notice if they seek immediate relief.
3. The resignation will take effect from either:

- The date on which the appointing authority accepts the resignation, or
 - The date of relief, whichever is earlier.
4. Upon acceptance of the resignation, the staff member must:
- Obtain a No-Dues Certificate from all concerned departments.
 - Hand over official responsibilities to the designated personnel as per the No-Dues Form.
 - Receive a Relieving Order and Service Certificate from the Principal on the date of relief.

Termination

1. A newly appointed candidate will undergo a six-month probationary period. If found inadequate during or after this period, they may be removed from service.
2. Faculty members shall be removed from service if found guilty of grievous offenses, including but not limited to:
 - Sexual harassment
 - Academic integrity violations
 - Any other serious misconduct affecting the institution's reputation and ethical standards.