



RECRUITMENT POLICY

Sri Akilandeswari Women's College, Wandiwash attracts and selects highly qualified and talented faculty and staff by adopting a comprehensive recruitment policy tailored for this purpose.

Objective:

To attract, select, and appoint highly qualified and talented faculty and non-teaching staff to attain the goals of the institution.

Scope:

This policy applies to all faculty and staff positions in the college, including teaching, non-teaching, and administrative roles.

Guiding Principles:

1. Merit-based selection
2. Transparency and accountability
3. Diversity and inclusivity
4. Compliance with legal and regulatory requirements

Recruitment Process:

1. Job Description and Specification: the college defines the role, responsibilities, and requirements for each position.
2. Advertisement: The institution used to advertise vacancies through local newspapers, referral basis and rolling recruitment basis.
3. Application and Selection Criteria: The required qualifications, experience, and skills for each position will be specified.



4. Application Process: the institution receives applications within the stipulated time mentioned in the advertisement and review applications to sort out the qualified and disqualified applications.
5. Shortlisting: From the qualified applications, based on qualification, experience and performance if applicable, candidates will be shortlisted for interview.
6. Interview: The College Conduct interviews with shortlisted candidates to assess their suitability for the role.
7. Reference Checks: The College verifies the references given by the selected candidates.
8. Job Offer: Appointment orders will be given to the selected candidates mentioning the terms and conditions of employment.

Faculty Recruitment:

1. Ph.D. or equivalent qualification for teaching positions
2. Post Graduate Degree with M.Phil/NET/SET
3. Relevant experience in teaching, research, or industry
4. Publication record (for teaching positions)
5. Teaching and research skills (for teaching positions)

Non-Teaching Recruitment:

1. Any degree with technical skills for non-teaching positions
2. Relevant experience in administration, management, or related fields
3. Skills and knowledge relevant to the role



Transparency and Accountability:

1. Clear job descriptions and specifications
2. Transparent selection criteria
3. Public advertisement of vacancies
4. Record-keeping and documentation of the recruitment process

Diversity and Inclusivity:

1. Diverse candidate pool encouraged
2. Inclusive selection process

Compliance:

1. Compliance with legal and regulatory requirements
2. Adherence to college policies and procedures

Review and Revision:

1. Regular review of the recruitment policy
2. Revision as necessary to ensure compliance with changing regulations and college needs.


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