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1. SCOPE

This policy applies to all full-time, part-time, and adjunct faculty positions across all departments and programs at Naipunnya School of management.

2. SELECTION COMMITTEE

1. Principal
2. Head of the Department
3. Asst. Executive Director
4. A subject expert
5. Vice Principal / Academic coordinator/ Academic registrar / IQAC Coordinator

3. PROCESS / STEPS

The following steps will be followed for shortlisting of candidates to be called for Interview and selection for the post of Assistant Professor.

3.1 Step. I: Advertisement

- A. The college will publish a detailed advertisement for faculty recruitment on the institutional website or in a leading newspaper. The eligibility criteria will be made as per UGC Regulations, and minimum qualifications will be mentioned in the advertisement.
- B. A shortlist of eligible candidates for the interview will be made on the basis of the criteria and steps given below.
- C. Only online submissions of applications shall be entertained, along with the necessary supporting documents, including resumes, certificates, achievements, references, etc.

3.2 Step. II: Short Listing Process

- A. Only candidates who have minimum qualifications as per UGC notifications will be shortlisted.
- B. After the basic shortlisting, the concerned heads of the departments, along with the IQAC coordinator, will shortlist the applications based on the required specialisation and vacancy. The shortlist for the application will be based on the below-mentioned preferences.
 - i. Required specialisation
 - ii. NET qualification
 - iii. Publications in referred journals
 - iv. Ph.D. qualification



3.3 Step III: Selection Process

- A. Round.1:** The candidates shortlisted will be called for the interview process at the college. A reference check of all candidates shall be undertaken before they are called in Round 1. The shortlisted candidates will attend an interview conducted by the selection committee. The documents of candidates shall be verified. In the event of any discrepancies, the selection committee has the right to disqualify the respective candidate. Shortlisted candidates will move to round 2.

Interview scoresheet structure (For teaching faculty)

Sl.No	Academic record	Score benchmark
1	Post-Graduation	Above 90% - 5 70-89%- 4 50-69%- 3 Below 50% - 2
2	Ph. D	Holder -20 Scholar -10
3	NET	10
4	Publications	1 mark / publication (Max-5)
5	Experience	1 Mark / year (Max- 5)
6	National/ State level achievements (Given by government)	05
7	Subject knowledge	10
8	Communication skill	10
9	Attitude	10
10	Demo class	10
11	Interview Score	10

B. Round.2:

Candidates shortlisted in round 1 will be called for a demo class. The candidate will make a presentation or class on a relevant topic before students and the selection committee. The views of students and the selection committee will be taken into consideration when shortlisting candidates for the final round.

C. Round.3:

Personal interview: The candidates shortlisted in round 2 will be called for the final round of personal interviews before the selection committee.

3.4 Step IV: Approval of appointment

The selection committee may recommend the selected candidates after the completion of a personal interview for a final appointment.



The HR section shall proceed with the appointment letter with the approval of the Executive Director. The appointment letter shall be issued to the respective candidate only after the approval of the executive director.

- a) A candidate appointed to the teaching staff will be designated as Assistant Professor (Probationary). Unless the management decides to shorten or prolong it, the probationary period is considered to be over after a year. After probation is successfully completed, the management has the option to extend the service term based on the evaluation report for an additional set number of academic years.
- b) After completing their probationary period, a teaching staff member will be appointed to the position of Assistant Professor or Associate Professor based on their qualifications and teaching experience.

4. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration. Person in charge: 1) Principal 2) IQAC Coordinator



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