G.O.Ms. No. 586, Dt : 21-07-1995   STD : 04183 Ph : 225713, 227987

SRI AKILANDESWARI WOMEN'S COLLEGE, WANDIWASH.

(Re-Accredited with 'A' Grade By NAAC) (Recognised under section 2(f)and 12(B) of UGC Act.)

(Permanent Affiliation Granted by Thiruvalluvar University)

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.

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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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