

RECRUITMENT POLICY

General Criteria Governing Recruitment

The Recruitment of the College will be done under the Guidance of the Principal and the Secretary and Correspondent. The entire recruitment process will be coordinated by the IQAC with the Guidance of Principal and the Management.

➤ Age

For any post including Assistant Professors, Associate Professors and Professors, the person recruited should not be above 58 (Fifty Eight) years.

- The minimum age for recruitment is 23 years.
- TNCAS does not permit child labour in any form
- Maximum Age limit for teaching staff engaged on contract shall be up to 58 years and for non-teaching shall be 70.
- TNCAS reserves the right to do a background check on any person selected for employment.

➤ Assessment Process

The assessment process consists of either one or both Skill Test and Interview, based on need. Non-teaching staff shall be recruited based on the assessment of their skills and references.

➤ Checking of References

The College reserves the right to do reference checks with the references given by the candidate or obtained from the candidate. As a policy, TNCAS will contact the current / previous employer as a part of reference check.

➤ **Interview Process**

Two stages of interview will be conducted. One will be to ensure and assess the subject knowledge by the experts and HODs . After the Screening short listed candidates will be placed before the management committee for further process.

➤ **The Offer Letter**

Upon finding the references to be satisfactory, the Offer Letter will be sent to the selected candidate. Candidates should confirm their acceptance in writing. ➤ **Letter of Appointment**

The selected candidate should produce the relieving order from the previous organization before joining duty, if previously employed. An appointment letter duly signed by the Appointing Authority will be issued to the candidate subject to the reference checks and preemployment medical examination.

The Appointment letter should contain:

- 1) The Designation/ Title of the Job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of supervisors.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

➤ **Joining Report**

On joining, the candidate should give the joining report duly filled and signed before the Secretary& Correspondent and Principal.

➤ **Redeployment / Transfer**

TNCAS enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. Standard procedures are followed by the departments and Faculties.

➤ **Training and Development & Induction of Staff**

All newly joined employees, upon completion of the formalities shall undergo appropriate training and induction programmes, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff. A package of training module will be developed and put in place for induction process. The following are to find place in the package.

➤ **Identity Card**

All TNCAS employees are required to have Photo Identity Cards which they should carry with them to their respective work place and in the course of travel. Administrative Office will issue these cards to the new staff within 15 days of their joining the organization. At the time of relieving from service, employees are required to return their Identity Card to the organization which should be destroyed by the Principal, Secretary & Correspondent / Administrative officer immediately. TNCAS keeps a register for issuing ID Card.

➤ **Probation and Confirmation**

1. All new staff will initially be on a probation for a period of 12 months.
2. The HODs concerned are responsible to conduct monthly review and report to the Principal, Secretary & Correspondent and IQAC. The Secretary & Correspondent, Principal will decide on the confirmation or termination of the probationer.

3. The Secretary & Correspondent and Principal are having the sole right to waive Probation period in the case of experienced staff chartered by the organization.

Expertise/experience/competence of the staff and the reason for waiving probation should be documented.

4. Notwithstanding the above, the Management reserves the right to terminate an employee at any time during the probation period with due discretion and reasons.

➤ **Induction to Staff**

All newly joined employees, on completion of the formalities shall undergo an induction program, intended to familiarize them with the dynamics of the organization. The methodology would be that of guided interaction with the various sections in the staff.

TNCAS will co-ordinate the Induction Process with the IQAC. In recognition of their experience and expertise, senior staff members would often be asked to participate as facilitators in the Induction Programme, on an needed basis.

The induction process may be phased over one or two days so as not to disrupt the daily work of staff and those conducting the induction.

A package of training module will be developed and put in place for induction process. The following are to find place in the package.

1. Explain the Vision, Mission and Guiding Principles of TNCAS
2. Brief Presentation on the key ideas of Teaching on Education
3. Providing access for the new employees to read the policy documents such as day today work Manual, Handbook, Gender / Emergency / Environment Policies etc.
4. Explanation of the Trust Perspective Plan in force
5. Description of the key office norms and policies, systems, manual of procedures etc.
6. Reviewing the job description with the employee

7. Orientation on Performance Management System
8. Clarification on reporting relationships with respect to supervisors and peers.

➤ **Process of Ongoing Capacity Building for Staff**

A Capacity Building Need Analysis will be conducted internally by Internal Quality Assurance Cell (IQAC) at the beginning of the financial year if need be with the help of external experts specifically looking into the job requirements of each individual and scope of the job in the future. Coaching is intended to provide encouragement, guidance, correction and to identify strengths and weaknesses and learning/ training/career interests which will help the staff, not only to improve their performance, but also to identify problem areas inhibiting achievement of the set objectives and behaviors and to provide an opportunity to make adjustments to the approved action plan.

➤ **Capacity Building Plan**

There are two ways of providing such capacity building plan:

1. Faculty Development Programme – FDP: One can be in-situ training with the help of external resource persons or agencies for a larger group of personnel. These will be planned from time to time depending on the requirement. On the basis of a need analysis, yearly plan of action will be prepared, approved and strictly followed.
2. The second type of training (Faculty Improvement Programme -FIP) is an individual availing training provided by external organizations. The same process of need analysis as well as inputs from the performance appraisal will be followed.