



SRI RAMACHANDRA

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Deemed to be University)

Faculty of Management Sciences

RECRUITMENT POLICY

The following procedures pertaining to recruitment and selection of suitable faculty members were approved in the Strategic Planning Committee Meeting Scheduled on.....

Recruitment and Selection Procedures:

Step 1: Preparing manpower requirement on the basis of number of existing faculty members, expansion and development plans and introduction of new programs and courses, very importantly based on the desired teacher-student ratio.

Step 2: Receiving applications from the eligible and interested candidates from the applications bank of HR department/ recruitment advertisement.

Step 3: Shortlisting the candidates after reviewing qualifications, experience and other credentials of the candidate (AICTE & UGC Minimum qualification norms should be adhered to).

Steps 4: Getting approval from the VC & DoF upon the shortlisted candidates

Step 5: Scheduling campus interviews for the above candidates, based on approval by the VC and DoF. The above candidates approved by the VC and DoF be asked to send a seminar abstract (NOT their Ph.D thesis abstract), seminar on any topic of their research interest. Only a seminar on their research topic will demonstrate their research activities post their Ph.D.

Step 6 (On the day of Interview): The Director/Principal and Vice Principal will collect all the required documents from the candidates called for campus interview, and confirm all documents are in place. Each candidate will give a seminar 30-40 minutes. Inviting ALL SRIHER-Faculty Recruitment Committee members and all FoM faculty (mandatory) for the faculty recruitment seminars including a subject domain expert.

Step 7: Once the faculty seminar is over, each candidate shall be called for a personal interview. The SRIHER- FRC (faculty recruitment committee) will take decisions on the suitability of the candidates for faculty positions. If any information is still missing from the above candidates, we will not release the results of campus interviews of those candidates, till they give us all the required documents. GM HR will then handle all correspondence with the selected and Not-selected candidates. The Principal will correspond with those candidates whose results are still pending (incomplete documents, for example).

A sample Interview Call letter:

Dear Dr.....

We are pleased to inform you that you have been short-listed for a Seminar presentation and Personal Interview for a faculty position in the Faculty of Management, SRIHER.

In this context, please note the following details:

- ® Date: 15 Feb 2021 (Tuesday)
- ® Seminar Presentation (15-20 minutes): 8:00am
 - o Venue: Faculty of Management, IV Floor, Smt. Kamalam Ramasamy Health Sciences Block, SRIHER
- ® Personal Interview: 2:00pm
 - o Venue: Vice-Chancellor's Office, Establishment Building, SRIHER

The following are required and essential:

- ® A copy of updated curriculum-vitae
- ® Seminar abstract
- ® PhD certificate scanned copy
- ® Teaching interest
- ® Research interest
- ® **Recommendation Letter** (from PhD supervisor or any other competent professional colleague)

To be produced at the time of the Seminar and Personal Interview (for verification)

- ® 4 passport size photographs
- ® Original certificates of PhD degree, Masters and under-graduation, along with one photocopy each
- ® Identity proof: Aadhar card and PAN card

You may note that no TA/DA is permissible for the Seminar Presentation and the Personal Interview.

Best regards,

Principal