



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution
Affiliated to M.G. University, Kottayam
Approved by AICTE, New Delhi

RECRUITMENT POLICY

The Kristu Jyoti College of Management and Technology (KJCMT) has two streams of employees: Faculty and Non-Teaching Staff (NTS). The Management Faculty Recruitment Policy is as follows:

KJCMT acknowledges that employing a systematic and professional approach to hiring staff is essential to the institution's success and further growth because human resources with high calibre and potential is a must. This policy's objective is to establish a framework for the open recruitment and merit-based selection of academic staff members.

The recruitment and selection process should adhere to the following core principles:

a) Attracting and Retaining Suitable Staff:

The process should aim to attract and retain individuals who are the best fit for the job.

b) Equality of Opportunity, Inclusivity, and Diversity:

The principles of equality, inclusivity, and diversity should be upheld at every stage of the selection process.

c) Professional and Timely Conduct:

The selection process should be conducted professionally and in a timely manner, ensuring fair and equitable treatment of all candidates.



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d) Comprehensive Job Description:

The job description should clearly outline both the essential and desirable criteria for the position in terms of qualifications, aptitudes, knowledge, and experience. These criteria should be directly related to the job and applied equally to all applicants.

e) Objective Selection Criteria:

A fair and consistent approach should be adopted to select the best candidate based on objective selection criteria.

f) Enhanced Interview Design:

The interview should be designed to assess both the essential and desirable criteria mentioned in the job specification. This helps facilitate objective decision-making, which can be challenging to achieve through interviews alone.

g) Selection Panel Involvement:

A selection panel should assess the suitability of candidates during both the shortlisting and final interview stages.

h) Non-Discrimination:

Throughout the recruitment process, no candidate should be discriminated against on unfair or unlawful grounds, such as sex, race, disability, marital status, religion, and/or belief.

By adhering to these principles, organizations can ensure a fair and inclusive recruitment and selection process that attracts and retains the most suitable candidates for the job.



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SCOPE

This procedure is applicable for selection of all permanent teaching faculties.

RECRUITMENT

The recruitment procedure outlined shall align with the principles of the recruitment policy and establish the requirements for recruitment. The processes mentioned in the procedure should be consistently applied and adhere to the principles of being competitive, merit-based, and conducted in a timely and effective manner. By adhering to the following principles, the recruitment procedure can contribute to a transparent, fair, and efficient process that results in the selection of the most suitable candidates for the organization.

The following outlined steps describe a detailed recruitment and selection procedure for filling the permanent vacant positions in KJCMT.

- a) Identification of Vacant Positions:** Permanent vacant positions shall be identified by the end of each academic year.
- b) Intimation of Vacancy:** The Vice Principal shall inform the Manager and Principal of the institution about the details of the vacancy.
- c) Approval for Filling Positions:** Approval to fill the vacant positions shall be obtained from the Principal and Manager.



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d) Job Description: A comprehensive job description shall be created for the vacant position, including duties, responsibilities, working conditions, and both essential and desirable criteria in terms of qualifications, aptitude, knowledge, and experience. These criteria should be directly related to the job and applied equally to all applicants.

e) Advertisement: The vacancy shall be advertised in two leading newspapers, and the details of the open positions should be displayed on the institution's website.

f) Screening of Candidates: After the closing date mentioned on the website, candidates shall be screened based on eligibility criteria such as qualification and work experience.

g) Rejection of Ineligible Candidates: Candidates who do not meet the eligibility criteria shall be rejected, and should be informed accordingly.

h) Interview Panel: The interview panel shall consist of the Manager (Chair), Principal, Subject Matter Expert, Asst. Manager, and Vice Principal, with a minimum quorum of four panel members.

i) Panel Member Replacement: The Manager has the authority to select another suitable person if any panel member expresses their inconvenience to be part of the panel.

j) Screening Interview: A screening interview shall be conducted by a minimum of three panel members chosen by the Manager.



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k) Selection Criteria and Evaluation: The panel members shall decide on the selection criteria in advance, and evaluation score sheets should be provided to the panel members. All candidates should be evaluated based on these criteria.

l) Certificate Verification: Certificates of eligible candidates shall be verified before the interview process begins.

m) Interview Process: The panel members shall conduct the interviews, and each panel member should submit their evaluation sheets to the Manager, who is the Chair of the interview panel.

n) Rank List and Notification: A rank list shall be prepared, and the selected candidates should be notified.

o) Document Storage: All interview and selection-related documents shall be stored in the Manager's office.

p) Letter of Appointment: Selected candidates shall receive a letter of appointment containing the terms and conditions of employment.

RECRUITMENT PROCEDURE

The following are the steps which are obeyed by KJCMT to ensure a transparent and structured recruitment and selection process that includes advertisement, verification, interviews, selection, and issuing of appointment letters and experience letters.



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a) Advertisement

The vacancy shall be advertised either on the college website or in two leading newspapers. The advertisement should include all relevant details of the vacancy.

b) Certificate Verification

Before the interview process begins, all certificates of eligible candidates shall be verified to ensure their authenticity and suitability for the position.

c) Interview Panel

The interview shall be conducted by the Principal, Vice Principal, Head of Department, and Manager/Assistant Manager. These individuals will serve as the panel members responsible for evaluating the candidates.

d) Rank List and Notification

After the interviews, a rank list shall be prepared based on the performance of the candidates. The selected candidates should be notified of their selection.

e) Letter of Appointment

A formal letter of appointment, including the terms and conditions of employment, shall be issued to the selected candidates.

f) Experience Letter

Upon clearance of all dues and successful completion of assigned tasks, the Manager of the institution shall issue an experience letter to the selected candidates.

By following these steps, the institution can ensure a transparent and structured recruitment and selection process that includes advertisement,



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verification, interviews, selection, and issuing of appointment letters and experience letters.

JOB DESCRIPTION

JOB DESCRIPTION OF ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR

Assistant Professor - Eligibility criteria:

- i) Postgraduate degree in the appropriate academic discipline from a reputed university
- j) UGC NET (preferred) in the relevant academic field;
- k) Preference will be given to individuals pursuing Ph.D.
- l) Papers and book publications are desired.
- m) Strong analytical skills are required.
- n) A passion for education and engaging students is required.
Excellent presentation and verbal and written communication skills are required.
- o) A high level of self-assurance and problem-solving skills are required.

Responsibilities:

The responsibilities of the teacher reflect the multifaceted nature of the teaching role, which involves curriculum delivery, research, engagement with stakeholders, and administrative tasks.

❖ **Teaching the Specified Curriculum:** The primary responsibility is to teach the curriculum as per the prescribed syllabus to students.



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- ❖ **Assisting Head of Department (HoD) and Supporting Staff:** Provide assistance and support to the HoD and other staff members in carrying out departmental duties.
- ❖ **Conducting Research and Publishing Papers:** Engage in research activities related to the field and publish papers in academic journals to contribute to the knowledge and development of the subject.
- ❖ **Representing the Institution at Conferences:** Attend conferences and represent the institution by delivering presentations on relevant topics.
- ❖ **Conducting Student Progression Feedback:** Evaluate and provide feedback on students' progress, identifying areas for improvement and guiding them accordingly.
- ❖ **Organizing Parent-Teacher Meetings:** Coordinate and conduct meetings with parents to discuss students' academic performance, progress, and any concerns.
- ❖ **Writing Research Funding Proposals:** Prepare and write proposals to secure funding for research projects, enabling the pursuit of academic and scientific endeavors.
- ❖ **Participating in Meetings:** Attend departmental and other meetings as directed by the HoD and college authorities, actively contributing to discussions and decision-making processes.

Associate Professor – Eligibility Criteria

- a) Ph.D. with 10 years teaching experience at college level.
- b) Postgraduate degree in the appropriate academic discipline from a reputed university
- c) At least 10 Paper publication, 2 book publications, 10 paper presentation and 1 professional body membership are desired.



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- d) Strong analytical skills are required.
- e) A passion for education and engaging students is required.
Excellent presentation and verbal and written communication skills are required.
- f) A high level of self-assurance and problem-solving skills are required.

Score Card for Short-Listing of Candidates for the Interview

Sl.no	Academic record	Maximum Score	Score Claimed by the Applicant	Score Admitted by the Selection Committee
1	Graduation (80 % & above -21 Marks, 60 % to less than 80% - 19 marks, 55 % to less than 60 % - 16 marks, 45 % to less than 55 % - 10 marks)	21		
2	Post Graduation (80 % & above - 25 Marks, 60 % to less than 80% - 23 marks, 55% (50% in case of SC/ ST/ OBC (non-creamy layer)/PWD) to less than 60% - 20 marks)	25		
3	M. Phil. (60% and above – 7 Marks, 55% to less than 60% - 5 marks)	7		
4	Ph.D.	25		
5	NET with JRF	10		
	NET	08		
	SLET	05		



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6	Research Publications (2 marks for each research publication published in Peer-Reviewed or UGC-listed Journals/Care List) (Maximum – 6 marks)	06		
7	Teaching / Post Doctoral/ (2 marks for one year each) (Maximum – 10 marks)	10		
8	Awards:			
	International/ National Level (Awards given by International Organization/ Government of India/Government of India recognized National Level Bodies)	03		
	State Level awards (Awards given by the State Government)	02		
	Total score (out of 100)			

Interviewer's Assessment Sheet- Assistant/Associate Professor

	Teaching aptitude	Research aptitude	Domain knowledge	Presentation skills	Ability to use latest technology	Total marks
Marks	10	10	16	10	04	50



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SCALE OF PAY

Slno	Designation	Criteria	Basic Salary
1.	ASSISTANT PROFESSOR	PG. WITH NET (Fresher)	25,000
		OR PG WITH OUT NET (Fresher)	23,000
2.	ASSOCIATE PROFESSOR	PG WITH Ph.D	30,000
		PG WITH Ph.D +TEN YEARS COLLEGE LEVEL TEACHING EXPERIENCE	33,000

JOB DESCRIPTION OF NON-TEACHING STAFF

Service Conditions of Non-Teaching Staff

The Officers and employees shall consist of such categories, as determined by the Management Committee from time to time.

Appointing Authority

The Management Committee shall be the appointing body for all officials and personnel. On behalf of the Management Committee, the General Secretary/Manager will use such power.



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Method of Appointment

All non-teaching staff jobs are filled based on a combination of merit and experience. A selection committee made up of the Principal, the Manager, and the Chief Operating Officer will interview candidates after initial application screening on the college website and in the media.

Qualification

The qualifications for each post shall be as prescribed by the Management Committee from time to time.

Probation

Every person appointed to one of the categories is required to serve a year of on-duty probation starting from the day they begin their duties. The Management Committee shall evaluate the probationer's appropriateness for the role for which he/she was chosen once the stipulated period of probation or the extended period of probation, as applicable, has expired. If the Committee determines that the probationer is qualified for the position, it shall decide to issue an order stating that the probationer has satisfactorily completed his probation and confirming the probation in the said post; provided, however, that the Committee shall have the option to discharge or revert a probationer during the period of probation if the Management Committee is of the opinion that the probationer is not qualified for the position.

REMUNERATION OF NON-TEACHING STAFF

The salary and allowances of staff shall be as prescribed by the Management Committee from time to time. Previous work experience elsewhere, before joining the college, can be considered for fixation of pay.