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**BHARATA MATA  
COLLEGE  
THRIKKAKARA**

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified



# **RECRUITMENT POLICY**





# **BHARATA MATA COLLEGE THRIKKAKARA**

*(Affiliated to the Mahatma Gandhi University – Kottayam)  
(Re-accredited by NAAC with A+ Grade, ISO 9001:2015 Certified)*

*For God and Country*

**Policy**

***Recruitment Policy***



## **Recruitment Policy**

Bharata Mata College have two stream of employees in the college. Government Aided Faculty and Management Faculty at self-financing stream. Along with this two categories of Non-teaching Staff (NTS) are there in the college, Government NTS and Management NTS.

All appointments in the aided stream are governed and are in accordance with the rules and regulation of UGC, University and state government for both teaching staff and NTS.

For Aided Stream faculty appointment the college management has a policy of appointing faculty with high merit with Ph D.

Recruitment Policy for Management Faculty at self-financing stream is given below:

Bharata Mata College recognises that it is imperative to adopt a strategic and professional approach to recruitment of staff as human resources of high calibre and potential is fundamental to the success and future growth of the institution. The purpose of this policy is to provide a framework for the recruitment and selection of academic staff based on open competition and merit.

Recruitment and selection process shall adhere to the core principles outlined below

- a) Selection and recruitment process shall enable in attracting and retaining staff who are best suited for the job
- b) Principles of equality of opportunity, inclusivity and diversity will be supported at all stages of the selection process
- c) Process of selection shall be conducted in a professional and timely manner, ensuring fair and equitable treatment of all candidates.
- d) Job description shall state both the essential and desirable criteria in terms of qualification, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants.
- e) A fair and consistent approach shall be taken to select the best candidate for the role using objective selection criteria

- f) Interview shall be designed in such a way that methods for assessing both the essential and desirable criteria in the job specification are established which will enhance objective decision making which is difficult through interview alone
- g) A selection panel should assess suitability of candidates at both shortlisting and final interview stages
- h) Throughout the recruitment process, no candidate will be discriminated on any unfair or unlawful grounds on sex, race, disability, marital status, religion and/or belief.

## **Scope**

This procedure is applicable for selection of all permanent teaching faculty and guest faculty for the self- finance section of the college

## **Recruitment Procedure**

This procedure shall be in accordance with the principles of recruitment policy and shall also prescribe the requirements for recruitment. Processes specified in the procedure shall be consistently applied and shall also be competitive, merit-based and undertaken in a timely and effective manner

### **A: For Permanent teaching faculty positions**

- a) Identification of permanent vacant positions should be done by the end of each academic year
- b) Details of the vacancy shall be intimated by the Vice Principal to the Manager and Principal of the institution
- c) Approval for filling the vacant positions shall be sought from Principal and Manager
- d) Job description for the vacant position should describe the duties, responsibilities and working conditions. It should also include both the essential and desirable criteria in terms of qualification, aptitude,

knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants.

- e) Advertisement for the position shall be published in two leading newspaper and details of the open positions shall be displayed on the website of the institution
- f) Screening of candidates based on the eligibility criteria like qualification, work experience etc shall be done after the closing date mentioned in the website
- g) Candidates who do not meet the eligibility criteria shall be rejected and they will be intimated on the same
- h) Interview panel will comprise of Manager (Chair) ,Principal, Subject Matter Expert , Asst. Manager, Vice Principal with a minimum quorum of 4 panel members
- i) Manager has the right to select any other person suitable in the interview panel if any of the panel members expresse their inconvenience to be a member of the panel
- j) Screening interview shall be conducted to short list the candidates. Manager shall choose a minimum of 2 members from the above panel for the screening interview
- k) Criteria for Selection will be decided by the panel members in advance and evaluation score sheet shall be distributed to the panel members before the commencement of the interview process. All candidates shall be evaluated based on the specific criteria
- l) All certificates shall be verified for the eligible candidates before the commencement of the interview process
- m) Interviews shall be conducted by the panel members and evaluation sheets shall be submitted by each panel member to the Manager who is the Chair for the interview panel

- n) Rank list shall be prepared and candidates who are selected shall be notified
- o) All documents related to interview and selection shall be stored in Manager's office
- p) Letter of appointment with terms and conditions of employment shall be issued to the selected candidates

## **B: For Guest Faculty positions**

If a faculty member resigns in the course of the academic year or avails maternity leave, medical leave or study leave guest faculty may be appointed on a temporary basis for the period of leave.

Guest faculty can also be appointed in cases where there is a requirement for less than 16 hours of work in a week. Guest faculty may be appointed on contract for a fixed period or for the completion of individual subjects within an agreed period of time.

Letter of Appointment with terms and conditions of employment shall be issued to the guest faculty.

## **Recruitment Procedure**

- a) Advertisement for the position shall be published on the college website or two leading newspapers with relevant details of the vacancy.
- b) All certificates shall be verified for the eligible candidates before the commencement of the interview process
- c) Interview will be conducted by the Principal/ Vice Principal, Head of Department and Manager / Asst.Manager
- d) Rank list shall be prepared and selected candidates shall be notified
- e) Letter of appointment with terms and conditions of employment shall be issued



- f) Experience letter from the Manager of the institution shall be issued after clearance of all dues and completion of assigned tasks

## **Job Description of Assistant Professor – Commerce / BBA Self Finance**

### **Assistant Professor**

#### **Eligibility criteria :**

- Post graduate degree in Commerce (MCom) from a reputed University
- Post graduate degree in Commerce (MCom) with MBA (for BBA department vacancies) from a reputed University
- UGC NET ( mandatory) in the relevant academic discipline
- PhD / candidates pursuing PhD will be given preference
- Papers/ Book Publications are desirable
- Should possess strong analytical ability
- Should have passion for teaching and engaging with students
- Should possess excellent presentation and communication ( both written and verbal) ability
- Should have a high level of confidence and problem solving ability

#### **Responsibilities:**

- Teaching the specified curriculum as per the prescribed syllabus
- Assisting HoD and providing support to other staff in the execution of departmental duties
- Conducting research and publishing papers in academic journals
- Representing the institution at conferences and delivering presentations
- Conducting feedback on student progression
- Organising parent teacher meetings
- Writing proposals to secure funding for research
- Participating in department and other meetings as directed by HoD and other authorities of the college

# Score Card

Name	Marks PG	NET /J RF	Pursuing PhD	PhD	Rank	Teaching Exp	Innovative teaching Practices	Subject Knowledge	Clarity in Communication/ Way of presentation	Appearance/ Gestures	Suitability	Confidence/Initiative	Problem Solving ability	Total
	20	2	2	5	3	10	5	20	5	5	5	5	5	100

## Remuneration

The remuneration or compensation for the self-financing stream will be decided by the remuneration committee. The structure and its basis are decided and deliberated at this committee, finalised and ratified at the management trust. The remuneration committee details are given below:

### Remuneration Committee

The Remuneration Committee shall review the policy on the pay and conditions of service for the employees make recommendations to the management.

### Members

The Remuneration Committee shall be appointed by the management and shall comprise three Members including:

- Manger
- Assistant Manager
- One Nominated Member from Trust

The quorum shall be two Members of the Remuneration Committee.

The Chair of the Remuneration Committee shall be the Manager.

### Frequency of Meetings

The Remuneration Committee shall normally meet on two occasions in each academic year.

## Pay structure prevailing for Self-financing UG Courses/ MSW

### A : SCALE OF PAY

CADRE	SCALE OF PAY
Vice Principal	23850-600-25050-750-28800-900-33300-1050-38550
Assistant Professor	14000-400-14800-500-17300-600-20300-700-23800
Office Administrator/Head Accountant/ System Administrator/Work Supervisor/ Head Clerk	15300-350-17050-500-19550-650-22800-750-26550
Clerk / Librarian	14800-350-16550-500-19050-600-22050-700-25550
Office Attender	14100-350-15850-500-18350-600-21350-700-24850
Technician / CCTV	12300-350-14050-500-16550-600-19550-700-23050
Office Assistant/Receptionist/ Assistant Accountant	10800-350-12550-500-15050-600-18050-700-21550
IQAC staff/Library Assistant	10000-350-11750-500-14250-600-17250-700-20750
Menial Staff/ Gardener/ Security	6000-200-7000-300-8500-350-10250-400-12250

### B : SALARY STRUCTURE

BASIC PAY	As per the stage in the scale of pay
DA	35% of Basic Pay
HRA	15% of Basic Pay

## C : SPECIAL ALLOWANCES

Post Allowances	VP - 10000, HOD – 2500, HOD MSW-10000, PO- 5000
Ph.D	5000
M Phil	1000
NET	1000
<b>Special pay ( SP )</b>	
VICE PRINCIPAL	1 yr - 3500 2yrs - 5000 3yr - 6000 4 yr - 7000 5 - 8 yr - 8500
Assistant Professor	1 Yr - 1000 2yrs - 2000 3yrs - 3000 4 - 5yrs - 3500 6- 9yrs - 5000 10yrs - 5500 11- 13 yrs - 6000 14 - 16yrs - 7000 17yrs > 8000
Office Administrator/Head Accountant/ System Administrator/Work Supervisor/ Head Clerk	1 - 5yrs - 4000 6 - 8yrs - 5000 9 - 11yrs -6500 12yrs > 8000
Clerk / Librarian	1 - 5yrs - 3000 6 - 8yrs - 4500 9 - 11yrs -5500 12yrs > 7500
Office Attender/ Technical Asst./CCTV	1 - 5yrs - 2500 6 - 8yrs - 3500 9 - 11yrs -4500 12yrs > 5500
Office Assistant/Receptionist/ Assistant Accountant	1 - 5yrs - 1500 6 - 8yrs - 2500 9 - 11yrs -3500 12yrs > 4500

Publication incentive of Rs 2000 per month will be given to the faculty for the whole year in which he or she obtains a Scopus and web of science indexed Journal Publication.

For UGC listed the incentive is Rs 1000 per month to the whole year.

The review of such incentive is done at the month of June.

## Pay structure prevailing for Self-financing MBA

### A : SCALE OF PAY

CADRE	SCALE OF PAY
Academic Director	23850-600-25050-750-28800-900-33300-1050-38550
Assistant Professor	14000-400-14800-500-17300-600-20300-700-23800

### B : SALARY STRUCTURE

BASIC PAY	As per the stage in the scale of pay
DA	35% of Basic Pay
HRA	15% of Basic Pay

### C : SPECIAL ALLOWANCES

Post Allowances	Academic Director - 20000 Placement officer - 7000 out reaching program officer - 1000
Ph.D	5000
M Phil	1000
NET	1000
Special pay ( SP )	
Academic Director	EVERY FIVE YEAR, INCREASE 5% of his/her existing TOTAL SALARY AS AN INCREMENT: Eg. Total Rs 125000/- its 5% =125000+6250
Assistant Professor	EVERY FIVE YEAR, INCREASE 4% OF THEIR EXISTING TOTAL SALARY

Publication incentive of Rs 2000 per month will be given to the faculty for the whole year in which he or she obtains a Scopus and web of science indexed Journal Publication.

For UGC listed the incentive is Rs 1000 per month to the whole year.

The review of such incentive is done at the month of June.

# BHARATA MATA TRUST



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Thrikkakara, Kochi-21, Kerala, India

**Owned and Managed by the Archdiocese of Ernakulam- Angamaly**

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