Policy Code: P R S 1 0

POLICY DOCUMENT ON FACULTY RECRUITMENT AND SELECTION

1. PROFILE OF NAIPUNNYA

In the classical language Sanskrit, Naipunnya means 'expertise' or 'mastery'. Naipunnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. Naipunnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence.

2. SELECTION COMMITTEE

1. Principal
2. Head of the Department
3. Asst. Executive Director
4. A subject expert
5. Academic coordinator/ Academic registrar / IQAC Coordinator

3. PROCESS / STEPS

The following steps will be followed for shortlisting of candidates to be called for Interview and selection for the post of Assistant Professor.

3.1 Step. I: Advertisement

A. The college will publish a detailed advertisement for faculty recruitment on the institutional website or in a leading newspaper. The eligibility criteria will be made as per UGC Regulations, and minimum qualifications will be mentioned in the advertisement.

B. A shortlist of eligible candidates for the interview will be made on the basis of the criteria and steps given below.

C. Only online submissions of applications shall be entertained, along with the necessary supporting documents, including resumes, certificates, achievements, references, etc.

3.2 Step. II: Short Listing Process

A. Only candidates who have minimum qualifications as per UGC notifications will be shortlisted.

B. After the basic shortlisting, the concerned heads of the departments, along with the IQAC coordinator, will shortlist the applications based on the required specialisation and vacancy. The shortlist for the application will be based on the below-mentioned preferences.

   i. Required specialisation
   ii. NET qualification
   iii. Publications in referred journals
   iv. Ph.D. qualification

3.3 Step III: Selection Process

A. **Round.1:** The candidates shortlisted will be called for the interview process at the college. A reference check of all candidates shall be undertaken before they are called in Round 1. The shortlisted candidates will attend an interview conducted by the selection committee. The documents of candidates shall be verified. In the event of any discrepancies, the selection committee has the right to disqualify the respective candidate. Shortlisted candidates will move to round 2.

NAIPUNNYA SCHOOL OF MANAGEMENT

A project of the Archdiocese Ernakulam-Angamaly | Affiliated to University of Kerala
Accredited by NAAC with A grade | ISO 9001:2015 Certified

NSM CHERTHALA   NSM CHERTHALA   NSM CHERTHALA   NSM CHERTHALA   NSM CHERTHALA

Interview scoresheet structure (For teaching faculty)

Sl.No	Academic record	Score benchmark
1	**Post-Graduation**	Above 90% - 10 70-89%- 7 50-69%- 4 Below 50% - 2
2	**Ph. D**	Holder -20 Scholar -10
3	**NET**	10
4	**Publications**	1 mark / publication (Max-10)
5	**Experience**	1 Mark / year (Max- 5)
6	**National/ Sate level achievements** (Given by government)	05
7	**Subject knowledge**	10
8	**Communication skill**	10
9	**Attitude**	10
10	**Demo class**	10

B. Round.2:

Candidates shortlisted in round 1 will be called for a demo class. The candidate will make a presentation or class on a relevant topic before students and the selection committee. The views of students and the selection committee will be taken into consideration when shortlisting candidates for the final round.

C. Round.3:

Personal interview: The candidates shortlisted in round 2 will be called for the final round of personal interviews before the selection committee.

3.4 Step IV: Approval of appointment

The selection committee may recommend the selected candidates after the completion of a personal interview for a final appointment. The HR section shall proceed with the appointment letter with the approval of the Executive Director. The appointment letter shall be issued to the respective candidate only after the approval of the executive director.

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Indicative time of Review**: 25/03/2026**

Administering Entity: **Principal, Vice principal, Executive director, IQAC Coordinator**

Approval Authority: **College council**

Fr. Baiju George, Principal