



RECRUITMENT POLICY

SNM TRAINING COLLEGE
MOOTHAKUNNAM

The purpose of this policy is to establish transparent, fair and merit-based recruitment of teaching and non-teaching staff of the college.

Compliance with Regulatory Bodies:

All recruitment processes will adhere strictly to the guidelines and regulations set forth by Mahatma Gandhi University (MG University), University Grants Commission (UGC), National Council for Teacher Education (NCTE), and Government of Kerala (GoK)

Position Advertisement:

Vacant positions will be advertised widely in local and national newspapers. It includes 5 editions of two Malayalam newspapers, one National English newspaper and University news, as per MG University rules, ensuring equal opportunity and diverse applicant pools. Notification will seek detailed information about qualification, experience, publication and other achievements of the applicants.

Selection Committee:

A Selection Committee, constituted as per UGC Regulations 2018, will be responsible for shortlisting and interviewing candidates. The committee will comprise experts from relevant academic discipline, Principal, Head of the concerned Department, Management representative and Nominee from GoK.

Merit-Based Selection:

Recruitment decisions will be based on merit, considering the candidate's qualifications, teaching and research experience, publications, and any other relevant criteria specified for the position.

Equal Opportunity and Diversity:

The college is committed to providing equal opportunities for all individuals, regardless of gender, caste, religion or region. Fifty percent of vacancies are reserved under Community quota and 4% under PWD category. Efforts will be made to ensure diversity in the recruitment process.

Qualification Requirements:

Candidates must meet the minimum age and qualification requirements specified by regulatory bodies such as University and UGC for each position. Additional criteria may be set based on the specific needs of the college or the program

Application Process:

The application process will be transparent, accessible and user-friendly. A format of the application is displayed in the College website for download. All duly filled applications received based on the notification will be reviewed by the Selection Committee, and Academic score sheet prepared for shortlisting of candidates to be called for interview.

Interview Process:

Interviews will be conducted rigorously, assessing candidates' subject knowledge, teaching skills, research potential, and overall suitability for the position. A structured interview format may include subject-specific discussions, teaching demonstrations, and interaction with the Selection Committee. The marks secured by the candidates are recorded in the Interview score sheet prepared for this purpose. Based on merit, a rank list is prepared which is displayed in the college website after the interview.

Documentation and Verification:


At the time of interview the college will verify all the relevant original certificates including age, qualifications and other documents of candidates, ensuring compliance with regulatory requirements.

Probation Period:

Newly recruited faculty members will undergo a probationary period as per GoK rules, during which their performance will be assessed against predefined criteria. Regular feedback and support will be provided during the probationary period.

Continuous Professional Development:

The college will extend all support for the continuous professional development of faculty members which include freedom of participation in refresher & orientation courses, training programs, encouragement for doing research, attending seminars, workshops and conferences.



This Recruitment Policy is thus designed to uphold transparency and fairness in the selection process which is to ensure high standards in the quality of the staff recruited and further to support their professional development continuously for the ultimate benefit of student community.

PRINCIPAL

SNM TRAINING COLLEGE MOOTHAKUNNAM



Affiliated to Mahatma Gandhi University, Kottayam,
Recognised by the NCTE and
Accredited by NAAC

Phone: 0484-2482084, 2482115, FAX: 0484-2482115
www.snmtrainingcollege.org, snmtrainingcollegemkm@gmail.com