



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhata Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in, Website: www.sxcpatna.edu.in

## TEACHING STAFF RECRUITMENT POLICY FOR THE COLLEGE

### **Purpose:**

The recruitment policy aims to attract and select highly qualified teaching staff who align with the college's values, mission, and academic standards.

### **Equal Opportunity:**

The college is committed to providing equal employment opportunities regardless of race, gender, religion, age, or disability, ensuring a fair and unbiased recruitment process.

### **Job Posting:**

Vacancies for teaching positions will be advertised internally and externally to attract a diverse pool of qualified candidates.

### **Qualifications and Requirements:**

Clearly defined qualifications, experience, and job requirements for each teaching position will be established to guide the recruitment process.

### **Selection Committee:**

A selection committee comprising stakeholders from relevant departments, faculty members, and administrative staff will be formed to oversee the recruitment process.

### **Application Review:**

Applications will be reviewed based on the established criteria to shortlist candidates for further evaluation.

### **Interview Process:**

Shortlisted candidates will undergo a rigorous interview process, which may include panel interviews, teaching demonstrations, and assessment of subject knowledge and teaching skills.

### **Reference Checks:**

Reference checks will be conducted to verify candidates' qualifications, experience, and professional reputation.

### **Selection Criteria:**

Selection of teaching staff will be based on merit, qualifications, teaching experience, commitment to academic excellence, and alignment with the college's values and educational philosophy.

### **Offer and Appointment:**

Successful candidates will receive formal offers of employment outlining terms and conditions, including salary, benefits, responsibilities, and expectations.

**Onboarding and Orientation:**

Newly appointed teaching staff will undergo an orientation program to familiarize them with the college's policies, procedures, facilities, and academic programs.

**Probation Period:**

Newly recruited teaching staff will undergo a probationary period during which their performance will be evaluated to ensure they meet the college's expectations.

**Professional Development:**

The college will provide opportunities for ongoing professional development and training to enhance teaching skills, subject knowledge, and pedagogical practices.

**Performance Evaluation:**

Regular performance evaluations will be conducted to assess teaching staff's effectiveness in delivering quality education, engaging students, and contributing to the college's academic objectives.

**Continuous Improvement:**

The recruitment policy will be periodically reviewed and updated to reflect changing educational needs, best practices in recruitment, and advancements in the field of education.

**RECRUITMENT PROCESS:****Vacancy Notification:**

The concerned department's Coordinator formally notifies the Management about the vacancy.

**Advertisement Placement:**

The vacancy announcement is disseminated in two English newspapers, namely Hindustan Times and Times of India, and three Hindi newspapers, including Dainik Bhaskar, Hindustan and Prabhat Khabar.

**Application Collection:**

Interested candidates are requested to submit their applications either via the College's official email or in hard copy within a specified timeline of four days from the advertisement release.

**Application Review:**

The Office Assistant compiles a comprehensive list of candidates who submitted their applications. This list, along with their CVs, is then presented to the Vice President of the Governing Body, who holds the appointing authority.

**Initial Shortlisting:**

The Management reviews applications to shortlist eligible candidates for the first phase of the recruitment process, which involves a Written Test conducted on the College premises.

**Written Test:**

Candidates partake in a written examination set by the Department Coordinator, assessing their subject knowledge through general questions within a one-hour duration.

**Evaluation Process:**

Following the Written Test, answer sheets are independently evaluated by two appointed professors to ensure objectivity. Candidates are then selected for the subsequent round based on their average scores.

**Second Round Selection:**

Successful candidates are notified via email about their progression to the second phase, comprising a Demonstration Class and Personal Interview. They receive three topics for the Demonstration Class, with the final topic selection made by the Vice President on the day of the demonstration.

**Demonstration Class and Interview:**

Candidates prepare for all three topics and present one as chosen by the Vice President. The Personal Interview follows the Demonstration Class on the same day.

**Decision Making:**

After the interviews, panel members convene to collectively evaluate each candidate's performance. The final decision regarding candidate selection is made by the Vice President in consultation with the Principal, ensuring a thorough and fair recruitment process.

Date: 1/7/2023



Fr. Dr. Martin Poras S.J  
Principal

St. Xavier's College of Mgmt. & Tech.  
Digha Ghat, Patna-800011  
Bihar, India