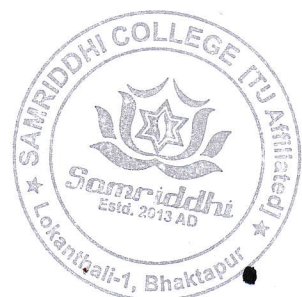


Recruitment Policy



Samriddhi College

Lokanthali-1, Bhaktapur



Rashmi Shrestha

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Recruitment Policy

1. Policy Statement and Purpose

The purpose of the recruitment policy at Samriddhi College is to establish clear guidelines and procedures for the hiring of new employees and staff. This policy aims to ensure that the college is able to attract and select the most qualified candidates for open positions, while also promoting fair and unbiased hiring practices. Additionally, the recruitment policy may also aim to improve the college's reputation by ensuring that the hiring process is transparent and efficient. Overall, the main purpose of the recruitment policy at the college is to support the institution in its efforts to attract and retain the most talented and qualified employees and staff members.

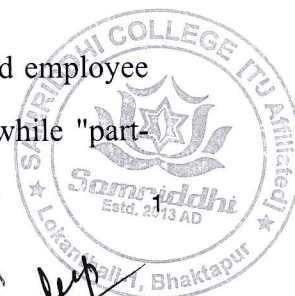
2. Objectives

The primary objective of the recruitment policy is to match the right person to the right job within the institution. The policy is designed to achieve the following goals:

- To recruit and select the most qualified candidate for each open position
- To improve the institution's reputation by adhering to fair, unbiased, and effective hiring practices.
- To promote transparency in the recruitment process and select highly qualified and competent individuals.
- To equal opportunity, non-bias, and inclusive recruitment practices in accordance with legal requirements.

3. Defining Teaching and Non-Teaching Human Resource

- **Teaching Faculty:** refers to Professors, Associate Professors, Assistant Professors, Lecturers, and such other persons any other staff appointed for providing instruction or conducting research in the College.
- **Fulltime and Part Time Teaching Faculty:** A full-time, salaried employee of Samriddhi College is considered a "teacher" of the college, while "part-



Part Time

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time faculty" refers to teachers who are employed on a contractual basis and only teach specific classes. This category also includes ad-hoc teachers. However, visiting faculty members and guest lecturers are not considered part of the college's teaching staff.

- **Non-Teaching Staff:** of the college means the associate staff members who support in maintaining a teaching-learning environment in the college. Such employees doesn't belongs to teaching staff of the institution. The staff from Admin, Library, Exam, IT, and Laboratory and other assistant level associates are regarded as Non-Teaching Staff.

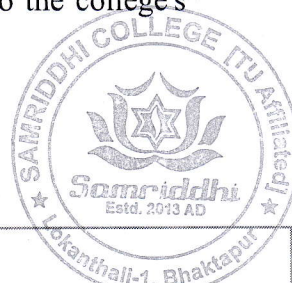
4. Recruitment Process

- The college will advertise open positions through national level media sources, such as national newspapers and job portals.
- Information about recruitment will also be promoted through the college's official website and social media platforms.
- Advertisements will be given at least 21 days prior to the publication date.
- The college will make appointments to the positions on a national level, based on the recommendations of the Selection Committee and the eligibility criteria set by Tribhuvan University.
- To attract the most qualified candidates, the college may also have a rolling advertisement process, where eligible candidates can submit their applications for various faculty positions throughout the year.

Notable: Current employees who wish to apply for new positions will follow the same process, and internal promotions will be conducted according to the college's internal rules.

5. Faculty Recruitment Criteria and Designation

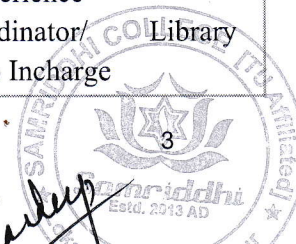
Program	Cadre	Qualification	Experience
Graduate and	Lecturer	Minimum Master Level in relevant	0-2 Years (Previous Teaching Experience Applied)



Undergraduate programs		branch with at least 50% or equivalent	
	Asst. Professor	Qualifications as above that is for the post of Assistant Professor,	As applicable Masters with a minimum of 3 Years experience or M.Phil with minimum 1-year experience or equivalent. Or above.
	Associate Professor	Minimum Masters Degree in relevant branch with at least 50% or equivalent	To qualify, candidates must have a minimum of 7 years of experience with a Master's degree or 4 years of experience with an M.Phil degree in teaching or research. Additionally, a record of at least 3 years of teaching experience as Assistant Professor is required. Note: Country's Higher Education Policy is silent about this position in private colleges.
	Professor	Samriddhi College needs to work on defining the professor level designation and the criteria, once Tribhuvan University starts recognizing. Country's Higher Education Policy is silent about this position in private colleges.	

6. Administrative Staff Recruitment Criteria

Program	Cadre	Qualification	Experience
Level 1	Assitant Level	Minimum Literacy	0-2 Years
Level 2	Operators / Skilled Functional Assitant	Minimum Schooling equivalent to (+2) in the respective branch	3month -2 Years of experience
Level 3	Officer	Minimum Bachelor Degree	1-3 Years of Experience Reception/Exam Assistant/Asst. Counselor and so on.
Level 4	Sr. Officer	Minimum Bachelor Degree	3-5 Years Experience Coordinator/Incharge in Non-Academic Department
Level 5	Manager- Non-Academic	Minimum Bachelor Degree	5-7 Years of Experience (Exam Coordinator/ Library Coordinator/ Lab Incharge)



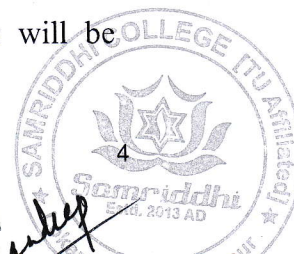
Level 6	Manager Academic	Minimum Masters Degree	3-5 Years of Experience in the designated position (program coordinator)
Level 7	Sr. Manager	Applicable as of Level 5 and 6	With Additional two years of experience as quoted in level 5 and level 6. (Department Heads)
Level 8	Deputy Leadership	Minimum Masters Degree	Minimum 7-10 Years of Experience
Level 9	Leadership Positions	Minimum Mphil Degree	Minimum 7-10 Years of Experience (Nomination applicable from the Board of Directors)

7. Shortlisting of Applications

Samriddhi College will shortlist candidates based on the minimum qualifications and experience required for the position as stated in the job posting. The college reserves the right to select and reject a reasonable number of candidates as determined by the screening committee. The recruitment cell will notify shortlisted candidates of the next steps in the selection process, such as interviews, via email, SMS, and telephone calls. The shortlisting results will be based on qualifications, experience, and other relevant criteria.

8. Selection Process

- During the interview stage, Samriddhi College may evaluate a candidate's aptitude for teaching and/or research through a seminar or classroom lecture, or by assessing their ability to use technology in teaching and research.
- A fair, transparent, objective and credible method of evaluating candidates' qualifications and competencies will be used for selection. The selection will be based on weightage given to the candidate's performance in different areas and their score on an Academic Performance Indicator (API) based system.
- Before the interview, publications submitted by candidates will be assessed by subject experts, and the evaluation score of the publications will be



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factored into the weightage scores used to make final decisions by the selection committee.

9. Selection Committee

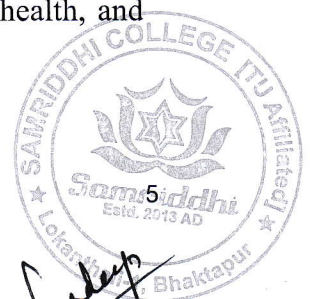
The selection committee will establish criteria for selecting and evaluating human resources before advertising job openings. The committee is typically ad-hoc and composed of the following members:

- A member designated by the Board of Directors
- The Principal of the College or by his/her nominee
- The head of the Department of the relevant subject in the College
- A subject expert nominated by the Principal
- A representative from the Admin/HR department

The selection criteria are subject to change on a need basis. The Executive Committee will approve the selection criteria before scheduling interviews to maintain transparency.

10. Appointment of Candidates

- The number of job openings advertised may change and the college reserves the right to increase or decrease the number of posts during the selection process.
- Candidates with seniority in service will be given preference if selecting two or more candidates on the same date.
- The Selection Committee's recommendations, once approved by the Executive Board, will remain valid for one year from the date of approval.
- Appointments will be made based on individual assessments, but the Selection Committee will handle disputes and the Principal will have final decision-making authority.
- Before the appointment, verification of qualifications, experience, health, and Disclosure and Barring Service check will be conducted.



- The Executive Committee may also offer appointments to suitable full-time, part-time, or project-based candidates who may not have applied through the advertised process.

11. Probation Period

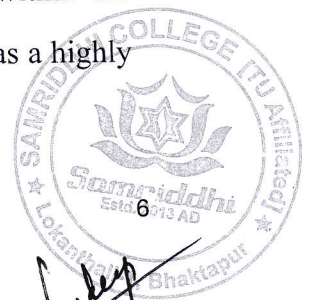
All new hires will be on probation for a minimum of six months, that may extend for next eight weeks upon dissatisfactory performance. After successfully completing the probation period, deserving candidates will be eligible for permanent employment with the college.

12. Promotion

Employee promotions are based on their performance within the institution. Each year, employees must complete a performance appraisal form as proposed by the college's promotion committee. Promotion decisions are based on the evaluation of this form. Candidates who do not meet the minimum requirements set by the promotion committee will be re-evaluated after one year. Candidates will be promoted on the date they meet all the minimum requirements and pass the reassessment.

13. Conclusive Intent

In conclusion, the recruitment policy of Samriddhi College is designed to attract and select the most qualified candidates for open positions. The college will advertise job openings through national level media sources and the official website, and candidates will be shortlisted based on the qualifications and experience required for the position. The selection process will include an evaluation of candidates' aptitude for teaching and research, and will be conducted in a fair, transparent, and objective manner. The college also has a probation period and promotion policy based on the employee's performance within the institution. The goal of this policy is to ensure that Samriddhi College has a highly qualified and dedicated workforce.



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14. Annexes

1. Recruitment and Selection Process Flow

