



SHREE GOKARNANATHESHWARA COLLEGE

GANDHINAGAR, MANGALURU - 575 003, D.K.

Affiliated to Mangalore University

NAAC Re-accredited "B+" Grade (2.73 CGPA)

Ph.: 0824-2457226, Fax : 0824-2457221, E-mail : sgokarnanatha@rediffmail.com

Website : www.gokarnanatheshwaracollege.com

Ref.:

Date :

Recruitment policy

Objective:

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability:

All new recruits in all grades.

Policy and Procedure:

1. The approved recruitment policy will be a pre-requisite for all recruitment in the institution.
2. The concerned Head of the Department is to approach the Principal with the details of the manpower required. Principal will then forward to the Correspondent of the Institution to seek approval for the list of posts for which recruitment is to be done. On seeking the approval, the Principal consultation in with the concerned Head of the Department shall prepare a detailed job description for the position to be filled up.
3. The Office in consultation with the Principal shall source the profiles for the required position by calling for applications through advertisements in newspapers, calling for the list of eligible candidates.
4. On receipt of the applications, the Head of the Department and Principal shall screen and shortlist the profiles depending on their suitability for the position. The list of shortlisted profiles will be prepared and the candidates will be communicated to appear for the interview process.
5. The Head of the concerned Department will coordinate in the smooth conduct of the entire process of the interview.
6. Depending on the grade / level of the position being recruited, the interview panel/ selection committee will consist of the Correspondent, Principal, concerned Head of the Department and a Subject Expert. The selection panel evaluates the candidate based on a set of pre-defined criteria. Acceptance or rejection of candidates is at the sole discretion of the institution.
7. The selected candidates may be offered employment by way of a Letter of Appointment

PRINCIPAL
SHREE GOKARNANATHESHWARA
COLLEGE, GANDHINAGAR
MANGALORE

8. The candidates selected for appointment shall submit the photocopies of all relevant academic certificates and testimonials, Relieving Letter from previous Employer, if employed earlier along with the originals for verification.
9. The candidates selected for employment, on reporting to the duty shall furnish the Joining Report
10. It shall be incumbent upon every employee to furnish correct and complete bio-data to the appointing authority. He/She shall promptly notify in writing any subsequent changes in the particulars of his bio-data. Any false information in the particulars furnished in the bio-data either at the time of appointment or subsequently shall render the appointment null and void.
11. The appointment is subject to the following conditions:-
 - a. Her appointment is purely on temporary basis.
 - b. She has to give an undertaking that she will not ask for relief before the expiry of the period of appointment. In case relief is required, she has to give one month's prior notice.
 - c. She will not go on leave without prior permission of the Principal. Unauthorized absence will be treated as on loss of pay for the period of such absence and may also lead to termination of appointment without notice.
 - d. She should be regular and diligent and will carry out the instructions and any other work entrusted to her by the Principal.
 - e. At the time of reporting for duty she will produce the certificates of her Educational qualification in original with true copies.
 - f. She will produce a Medical fitness certificate. She will report for duty to the Principal forthwith.
 - g. If her work is not found satisfactory, her appointment will be terminated. She shall not indulge in any activity prejudicial to the interior of the College and to the management.



IQAC Co-ordinator

IQAC Coordinator
Siree Gokarnanatheshwara College
Gandhinagar, Mangaluru-3



Principal