



LAXMI MEMORIAL EDUCATION TRUST (R.)

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RECRUITMENT & APPOINTMENT POLICY

INTRODUCTION

A J Institute of management functioning under Laxmi Memorial Trust, is committed to promoting gender equity, social justice, equal opportunities for all candidates in the recruitments (faculty and nonteaching) while ensuring the acquisition of the best talent to support its operations and development. This Recruitment Policy outlines the process and guidelines for recruiting quality employees as per the institutional requirements.

EMPLOYEE REQUIREMENT ASSESSMENT

1. The Institute will conduct a thorough need analysis to determine the faculty requirement based on its academic programs, student intake, and AICTE faculty-student ratio guidelines.
2. A formal request letter is sent from the Institute to the Trust, seeking approval for the faculty positions identified as per the requirements.
3. Further, discussion will be held with the Trust office, for the recruitment of non-teaching staff if any,

MANAGEMENT APPROVAL

The Institute's management will peruse the request sent from the Institute and gives the consent for the needful, after specifying the sanctioned posts.

ADVERTISEMENT AND APPLICATION SCREENING

1. The recruitment process begins with the screening of walk-in resumes from potential candidates.
2. If the number of applications is insufficient, the Institute will publish a newspaper advertisement to attract a wider pool of applicants.

INTERVIEW SELECTION

Prospective applicants meeting the specified criteria will be invited for an interview.

INTERVIEW PANEL COMPOSITION

The Interview panel will consist of the following members:

- Institute Director
- Principal
- An External Subject Expert
- HR Representative
- A Member of The Institute's Management

INTERVIEW PROCESS

- Interviewees will be required to make a subject presentation, followed by a comprehensive interview.
- In the case of non-teaching staff, interview will be held at the Trust office in the presence of Institute representative. In the case of walk-in interviews, formal appointment will be made by the Trust office based on the recommendations of the Institute.

EVALUATION AND RATING

- Panel members will assess interviewees based on their subject presentation and performance during the interview.

OFFER LETTER

- Selected candidates will be issued an offer letter specifying the terms and conditions of employment.

ACCEPTANCE OF OFFER

- Candidates who accept the offer letter will be required to confirm their acceptance in writing.

ON BOARDING

- Once the offer is accepted, the Institute will initiate the on boarding process, which includes orientation and integration into the Institute's academic and administrative community.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION

A J Institute of Management is committed to providing equal employment opportunities and does not discriminate on the basis of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status as required by applicable law.

COMPLIANCE WITH REGULATIONS

- The Institute will ensure compliance with all applicable laws, regulations, and guidelines related to recruitment, including those set forth by AICTE.

POLICY REVIEW

- This Recruitment and Appointment Policy will be periodically reviewed and updated as needed to align with the Institute's evolving needs and objectives.
- This Recruitment Policy is established to guide the recruitment process at A J Institute of Management and to uphold the principles of fairness, transparency, and equal opportunity in hiring practices. It is the responsibility of all employees involved in recruitment to adhere to this policy and promote its values throughout the recruitment process.


Director
Laxmi Memorial Education Trust
For A.J. Institute of Management
President / Director