

SIBGA Institute of Advanced Studies (SIAS)

Appointment Policy for Teaching Staff

1. Preamble

SIBGA Institute of Advanced Studies (SIAS), a self-financing Arts and Science College affiliated with Kannur University, is committed to ensuring transparency, fairness, and merit-based selection in the appointment of teaching staff. This policy outlines the procedures and standards governing the recruitment and appointment of Assistant Professors and other teaching positions.

2. Objectives

- To ensure a fair and transparent recruitment process.
- To attract qualified and competent candidates in line with UGC regulations and Kannur University guidelines.
- To uphold merit and equal opportunity in faculty appointments.

3. Eligibility Criteria

- Candidates must possess qualifications as prescribed by the **UGC, Kannur University, and Government of Kerala** (where applicable).
- Preference will be given to candidates with research experience, publications, and teaching experience.

4. Recruitment Process

4.1 Notification

- Vacant teaching positions shall be notified on the **official website** of SIAS.
- Advertisements will also be published in **leading newspapers** for wider reach.

4.2 Application Submission

- Interested candidates must submit applications in the prescribed format along with required documents within the stipulated deadline.

4.3 Shortlisting of Candidates

- Applications will be scrutinized based on UGC norms, Kannur University guidelines, and institutional requirements.
- A shortlist of eligible candidates will be prepared and published on the official website.

4.4 Interview

- Shortlisted candidates will be invited for an interview conducted by a **Selection Committee** comprising representatives from management, the Principal, and subject experts.
- The selection process may also include a teaching demonstration or presentation, where applicable.

4.5 Final Selection & Appointment

- The Selection Committee will finalize the list of selected candidates based on merit, performance in the interview, and academic credentials.
- Appointment orders will be issued by the **College Management** after necessary approvals.

5. Appointment Terms

- Appointments shall be subject to Kannur University affiliation norms and institutional requirements.
- Selected faculty will receive an appointment letter clearly stating terms of service, remuneration, and responsibilities.
- Initial appointment will be **probationary**, with confirmation subject to satisfactory performance during the probation period.

6. Equal Opportunity & Non-Discrimination

SIAS follows a strict policy of non-discrimination on the basis of geographic region, caste, religion, gender, or disability in all recruitment and appointment procedures.

7. Review & Amendments

This policy shall be periodically reviewed and amended in accordance with changes in **UGC/University regulations** or institutional requirements.

Prepared by Prof (Dr) Prasadan PK, Mentor and approved by the Management