



# **KOTTAKKAL FAROOK** **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

## **STANDARD OPERATING PROCEDURE STAFF SELECTION COMMITTEE**

## **STAFF SELECTION COMMITTEE**

### **FUNCTIONS AND RESPONSIBILITIES**

- Properly scrutinize and shortlist the applications as per the requirements
- Conduct the interviews and rank the applicants as per the interview scores
- Make a final list of selected candidates and recommend for approval.
- Select qualified, meritorious, talented, and efficient faculty.
- Responsible for the appointment of technical, administrative, and other staff.

## **STANDARD OPERATING PROCEDURE (SOP) FOR STAFF SELECTION COMMITTEE**

### **1. Purpose**

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Staff Selection Committee at Kottakkal Farook Arts and Science College (KFASC). The Staff Selection Committee is responsible for properly scrutinizing applications, conducting interviews, and selecting qualified candidates for various positions at the college.

### **2. Scope**

This SOP applies to all members of the Staff Selection Committee at KFASC and covers the following areas:

- Scrutinizing and shortlisting applications
- Conducting interviews
- Ranking applicants
- Selecting candidates for approval

### **3. Definitions**

**Staff Selection Committee:** A committee responsible for selecting qualified candidates for various positions at the college.

### **4. Responsibilities**

#### **4.1 Staff Selection Committee Chair**

Coordinate Staff Selection Committee meetings and ensure compliance with policies.

Oversee the selection process and ensure fairness and transparency.

#### **4.2 Staff Selection Committee Members**

Participate in the selection process by reviewing applications and conducting interviews. Provide input on the selection criteria and ranking of candidates.

## **5. Procedures**

### **5.1 Scrutinizing and Shortlisting Applications**

Review all applications received for the position.

Shortlist candidates based on the eligibility criteria specified in the job advertisement.

### **5.2 Conducting Interviews**

Schedule interviews for shortlisted candidates.

Conduct interviews using a standardized interview process and evaluation criteria.

### **5.3 Ranking Applicants**

Evaluate each candidate based on their qualifications, experience, and performance in the interview.

Rank applicants based on their interview scores and qualifications.

### **5.4 Selecting Candidates for Approval**

Prepare a final list of selected candidates.

Recommend the final list to the appropriate authority for approval.

## **6. Documentation and Reporting**

Maintain records of all applications received, shortlisting criteria, interview scores, and final selection decisions.

Prepare a report summarizing the selection process and outcomes for submission to the appropriate authority.

## **7. Review and Revision**

This SOP will be reviewed annually by the Staff Selection Committee.

Any changes or updates will be documented and approved by the Staff Selection Committee before implementation.

## **8. Approval**

This SOP is approved by the Chair of the Staff Selection Committee and is effective from [Date].

Chair's Signature:

Date:

## **9. Distribution**

This SOP will be distributed to all Staff Selection Committee members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.