



GENERAL APPOINTMENT PROTOCOL

(The actual procedure may vary in accordance with the University and Government's prevailing rules and regulations.)

1. Vacancy Notification:

- When a vacancy arises in Deva Matha College, a formal vacancy notification is issued. The notification includes detailed information about the position, qualifications, and eligibility criteria. This notification is published in newspapers and on the college's website.

2. Application Submission:

- Interested candidates are required to submit their applications as per the guidelines mentioned in the vacancy notification. The application form, along with all necessary documents, should be submitted to the designated address within the specified deadline.

3. Shortlisting:

- A shortlisting committee reviews the applications to ensure that candidates meet the eligibility criteria and qualifications specified in the notification. This process is conducted in adherence to UGC norms and state regulations.

4. Selection Committee:

- A selection committee, as per UGC norms and the affiliating university's regulations, is constituted to make recommendations based on the evaluation of candidates. The composition of the selection committee adheres to the regulations set forth by the University, UGC, and the State Government.



5. Approval from the Affiliating University and State Authorities:

- The college seeks approval from the affiliating university and relevant state authorities for the appointment recommendations. This is done to ensure compliance with state and university regulations.

6. Appointment Letter:

- Once all necessary approvals are obtained, the selected candidate is issued an official appointment letter by Deva Matha College. This letter specifies the terms and conditions of employment, salary, benefits, and other relevant details.

7. Documentation and Formalities:

- The appointed candidate is required to complete all necessary documentation and formalities, including the submission of identification documents, academic certificates, and any other paperwork as required by UGC norms and state regulations.

8. Orientation and Training:

- Newly appointed staff, especially teachers, may undergo an orientation program to familiarize themselves with the college's policies, procedures, and expectations.

9. Commencement of Work:

- The appointed staff member officially starts their duties at Deva Matha College, contributing to academic and administrative activities in accordance with UGC norms and state regulations.

This appointment protocol is designed to ensure that the college's hiring process adheres to UGC norms, state regulations, and the guidelines set forth by the affiliating university, thereby ensuring the quality and compliance of appointments at Deva Matha College, Kuravilangad.

