

A SYSTEMATIC STUDY ON SCHOOL MANAGEMENT AND TEACHER STAFF SELECTION PROCESS IN PRIVATE SCHOOLS AT TINDIVANAM

Submitted in partial fulfillment of the requirements for the award of

Master of Business Administration

by

SWETHA S

Register No. 39410216



SCHOOL OF BUSINESS ADMINISTRATION

SATHYABAMA

**INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)**

**Accredited with Grade "A" by NAAC | 12B Status by UGC | Approved by AICTE
Jeppiaar Nagar, RAJIV GANDHI SALAI, CHENNAI - 600 119**

April– 2021



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SCHOOL OF BUSINESS ADMINISTRATION

BONAFIDE CERTIFICATE

This is to certify that this Project Report is the bonafide work of SWETHA S 39410216 who has done the Project work entitled, **"A study on School management and teacher staff selection process in private schools at Tindivanam"** under my supervision from December 2020 to February 2021.

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DECLARATION

I, **SWETHA S (39410216)** hereby declare that the Project Report entitled, “**A Systematic study on school management and Teacher staff selection process in Private schools at Tindivanam**” done by me under the guidance of Dr.M.LAVANYA is submitted in partial fulfillment of the requirements for the award of Master of Business Administration degree.

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PLACE:

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SWETHA S

ABSTRACT

Effective recruitment , selection are critical to Institution success.They enable companies to have performing employees who are satisfied with their jobs, thus contributing positively to the institution.

Better recruitment and selection strategies result in improved institution outcomes. With reference to this context,the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that institution use to recruit and select employees and, to determine how the recruitment and selection practices would undergone in private schools. Successful recruitment and selection practices are key components at the entry point of human resources in any organization . The study also focus its attention to determine how the recruitment and selection practices affect the institution outcomes and provide some suggestions that can help .The research methodology applied is the exploratory. The data was collected through well structured questionnaires. The source of data was both primary and secondary. Sample size was 30. Data analysis has been done with the help of SPSS software. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams.

Keywords:

Recruitment, Selection, Reference, Interview, qualification.

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1.INTRODUCTION

1.1RECRUITMENT AND SELECTION:

Recruitment is the process of attracting individuals on a timely basis in sufficient numbers and with appropriate qualification, to apply for jobs within an organization. The process of searching prospective employees with multidimensional skills and experience that suits organization strategies is fundamental to the growth of the organization, this demands more comprehensive strategic perspective recruitment. Organization requires the service of large number of personnel, these personnel occupies the various positions created to the process of organization. Each position of the organization has certain specific contribution to achieve the organizational objectives. The recruitment process of the organization has to be strong enough to attract and select the potential candidates with right job specification. The recruitment process begins with human resource planning and concludes with the selection of required number of candidates.

“Right person for the right job is the basic principle in recruitment and selection. Every organization should give attention to the selection of its manpower, especially its managers.

RECRUITMENT

Meaning:

Recruitment means to estimate the available vacancies and to make suitable arrangements for their selection and appointment. Recruitment is understood as the process of searching for obtaining applicants for the jobs, from among whom the right people can be selected.

A formal definition states, “It is the process of finding and attracting capable applicants for the employment. The process begins when new recruits are sought and ends when their applicants are submitted. The result is a pool of applicants from which new employees are selected”. In recruitment, information is collected from

interested candidates. For this different source such as newspaper advertisement, employment exchange, internal promotion, etc are used.

Definition:

According to EDWIN FLIPPO, "Recruitment is the process of searching for prospective employees and stimulating them to apply for jobs in the organization."

Recruitment process:

Recruitment refers to the process of identifying and attracting job seekers so as to build a pool of qualified job applicants. The process comprises five interrelated stages,



CHART 1.1

STAGE 1: Recruitment planning

The first step involved in the recruitment process is planning. Here, planning involves to draft a comprehensive job specification for the vacant position, outlining its major and minor responsibilities; the skills, experience and qualifications needed; grade and level of pay; starting date; whether temporary or permanent; and mention of special conditions, if any, attached to the job to be filled”

STAGE 2: Strategy Development

Once it is known how many with what qualifications of candidates are required, the next step involved in this regard is to devise a suitable strategy for recruiting the candidates in the organisation. The strategic considerations to be considered may include issues like whether to prepare the required candidates themselves or hire it from outside, what type of recruitment method to be used, what geographical area be considered for searching the candidates, which source of recruitment to be practiced, and what sequence of activities to be followed in recruiting candidates in the organisation.

STAGE 3: Searching

This step involves attracting job seekers to the organisation. There are broadly two sources used to attract candidates.

1. Internal Sources
2. External Sources

STAGE 4: Screening

Though some view screening as the starting point of selection, we have considered it as an integral part of recruitment. The reason being the selection process starts only after the applications have been screened and shortlisted. Let it be exemplified with an example.

In the Universities, applications are invited for filling the post of Professors. Applications received in response to invitation, i.e., advertisement are screened and shortlisted on the basis of eligibility and suitability. Then, only the screened and shortlisted. Let it be exemplified with an example.

In the Universities, applications are invited for filling the post of Professors. Applications received in response to invitation, i.e., advertisement are screened and shortlisted on the basis of eligibility and suitability. Then, only the screened applicants are invited for seminar presentation and personal interview. The selection process starts from here, i.e., seminar presentation or interview. Job specification is invaluable in screening. Applications are screened against the qualification, knowledge, skills, abilities, interest and experience mentioned in the job specification. Those who do not qualify are straightway eliminated from the selection process.

The techniques used for screening candidates vary depending on the source of supply and method used for recruiting. Preliminary applications, de-selection tests and screening interviews are common techniques used for screening the candidates.

STAGE 5: Evaluation and control

Evaluation and control is necessary as considerable costs are incurred in the recruitment process. The cost generally incurred are

1. Salaries for recruiters.
2. Management and professional time spent on preparing job description, job specifications, advertisements, agency liaison and so forth.
3. The cost of advertisements or other recruitment methods, that is agency fees.
4. Recruitment overheads and administrative expenses.
5. Cost of overtime and outsourcing while the vacancies remain unfilled.

1.7 Sources of Recruitment:

Sources of recruitment (manpower supply)

Internal source	External sources
1. Promotion	1. Management consultant
2. Departmental exam	2. Employment agency
3. Transfer	3. Campus recruitment
4. Retirement	4. News paper advertisement
5. Internal advertisement	5. Internet advertisement
6. Employee recommendation	6. Walk in interview

CHART 1.2

INTERNAL SOURCES OF RECRUITMENT:

1.Promotions:

The promotion policy is followed as a motivational technique for the employees who work hard and show good performance. Promotion results in enhancements in pay, position, responsibility and authority. The important requirement for implementation of the promotion policy is that the terms, conditions, rules and regulations should be well-defined.

2.Retirement:

The retired employees may be given the extension in their service in case of non-availability of suitable candidates for the post.

3.Transfer:

Employees may be transferred from one department to another wherever the post becomes vacant.

4.Internal advertisement:

The existing employees may be interested in taking up the vacant jobs. As they are working in the company since long time, they know about the specification and description of the vacant job. For their benefit, the advertisement within the company is circulated so that the employees will be intimated.

5.Employee Recommendation:

The present employees can refer their friends and family to the job. They are well aware of the organizational culture, working conditions and job requirements. If they find their friends or family suitable for such position can recommend their names to the management for recruitment.

Benefits of Internal Sources of Recruitment:

1. The existing employees get motivated.
2. Cost is saved as there is no need to give advertisements about the vacancy.
3. It builds loyalty among employees towards the organization.
4. Training cost is saved as the employees already know about the nature of job to be performed.
5. It is a reliable and easy process.

EXTERNAL SOURCES OF RECRUITMENT:

1.Newspaper Advertisement:

A wide choice for selecting the appropriate candidate for the post is available through this source. It gives publicity to the vacant posts and the details about the job in the form of job description and job specification are made available to public in general.

2.Campus Recruitment:

It is the best possible method for companies to select students from various educational institutions. It is easy and economical. The company officials personally visit various institutes and select students eligible for a particular post through interviews. Students get a good opportunity to prove themselves and get selected for a good job.

3.Employment Agency:

A databank of candidates is sent to organizations for their selection purpose and agencies get commission in return.

4.Walk in Interview:

These interviews are declared by companies on the specific day and time and conducted for selection.

Benefits of External Sources of Recruitment:

1. New talents get the opportunity.
2. The best selection is possible as a large number of candidates apply for the job.
3. In case of unavailability of suitable candidates within the organization, it is better to select them from outside sources.

SELECTION

Definition: The Selection is a process of picking the right candidate with prerequisite qualifications and capabilities to fill the jobs in the organization.

The selection process is quite lengthy and complex as it involves a series of steps before making the final selection. The procedure of selection may vary from industry to industry, company to company and even from department to department. Every organization designs its selection process, keeping in mind the urgency of hiring people and the prerequisites for the job vacancy.

SELECTION PROCESS:

Typically selection process consists of the following steps but it is not necessary that all organization go through all these steps as per the requirement of the organization some steps can be skipped while performing the selection process



CHART 1.3

1.Initial Screening:

The selection process often begins with an initial screening of applicants to remove individuals who obviously do not meet the position requirements. The Purpose of Screening is to decrease the number of applicants being considered for selection.

2.Completion of the Application Form:

Application Blank is a formal record of an individual's application for employment. The next step in the selection process may involve having the prospective employee complete an application for employment.

3.Job Interview:

An interview is a goal-oriented conversation in which the interviewer and applicant exchange information. The employment interview is especially significant because the applicants who reach this stage are considered to be the most promising candidates.

Types of interview:

Following are the various types of interview:

- 1.Informal interview
- 2.Formal interview
- 3.Group interview
- 4.Structured interview
- 5.Telephonic interview

4.Conditional Job offer:

Conditional job offer means a tentative job offer that becomes permanent after certain conditions are met.If a job applicant has passed each step of the selection process so far, a conditional job offer is usually made.In essence, the conditional job offer implies that if everything checks out – such as passing a certain medical, physical or substance abuse test – the conditional nature of the job offer will be removed and the offer will be permanent.

5.Permanent Job Offer:

Individuals who perform successfully in the preceding steps are now considered eligible to receive the employment offer. The actual hiring decision should be made by the manager in the department where the vacancy exists.

6. Medical Examination:

The medical exam is also a very important step in the selection process. Medical exams help the employers know if any of the potential candidates are physically and mentally fit to perform their duties in their jobs. A good system of medical checkups ensures that the employee standards of health are higher and there are fewer cases of absenteeism, accidents and employee turnover.

Difference between Recruitment and Selection:

<i>Difference between Recruitment & Selection</i>		
<u>Basis</u>	<u>Recruitment</u>	<u>SELECTION</u>
MEANING	It is an activity of establishing contact between employers & applicants.	It is a process of picking up more competent and suitable employees.
OBJECTIVE	It encourages large number of candidates for a job.	It attempts at rejecting unsuitable candidates.
PROCESS	It is a simple process.	It is a complicated process.
HURDLES	The candidates have not to cross over many hurdles.	Many hurdles have to be crossed.
ECONOMY	It is an economical method.	It is an expensive method.
APPROACH	It is a positive approach.	It is a negative approach.

CHART 1.4

PROFILE OF THE STUDY

INDUSTRY PROFILE

1.2 OVERVIEW OF EDUCATION SECTOR / INDUSTRY

Education in India is primarily provided by public schools (controlled and funded by the government at three levels: central, state and local) and private schools. Under various articles of the Indian Constitution, free and compulsory education is provided as a fundamental right to children aged 6 to 14. The approximate ratio of public schools to private schools in India is 7:5.

At the primary and secondary level, India has a large private school system complementing the government run schools, with 29% of students receiving private education in the 6 to 14 age group. Certain post-secondary technical schools are also private. The private education market in India had a revenue of US\$450 million in 2008, but is projected to be a US\$40 billion market.

Although there are private schools in India, they are highly regulated in terms of what they can teach, in what form they can operate (must be a non-profit to run any accredited educational institution) and all the other aspects of operation. Hence, the differentiation of government schools and private schools can be misleading.

India new education policy 2020:

The new National Education Policy 2020 (NEP 2020) introduced by the central government is expected to bring profound changes to education in India. The policy approved by the Union Cabinet of India on 29 July 2020, outlines the vision of India's new education system.[187] The new policy replaces the 1986 National Policy on

Education. The policy is a comprehensive framework for elementary education to higher education as well as vocational training in both rural and urban India. The policy aims to transform India's education system by 2021.

1.3 SCHOOL PROFILE

Private schools:

According to current estimate, 29% of Indian children are privately educated. With more than 50% children enrolling in private schools in urban areas, the balance has already tilted towards private schooling in cities; and, even in rural areas, nearly 20% of the children in 2004-5 were enrolled in private schools.

Most middle-class families send their children to private schools, which might be in their own city or at distant boarding schools. Private schools have been established since the British Rule in India and St George's School, Chennai is the oldest private school in India. At such schools, the medium of education is often English, but Hindi and/or the state's official language is also taught as a compulsory subject. Pre-school education is mostly limited to organised neighbourhood nursery schools with some organised chains. Montessori education is also popular, due to Maria Montessori's stay in India during World War II. In 2014, four of the top ten pre-schools in Chennai were Montessori.

Many privately owned and managed schools carry the appellation "Public", such as the Delhi Public Schools, or Frank Anthony Public Schools. These are modelled after British public schools, which are a group of older, expensive and exclusive fee-paying private independent schools in England.

According to some research, private schools often provide superior results at a multiple of the unit cost of government schools. The reason being high aims and better vision. However, others have suggested that private schools fail to provide education to the poorest families, a selective being only a fifth of the schools and have in the past ignored Court orders for their regulation.

Private schools in Tindivanam

1. St. Joseph of Cluny Matric Hr. Sec. School
2. Montfort Matric Higher Secondary School
3. Vruksha-International School of Montessori
4. Chanakya Matric Higher Secondary School
5. Achariya BalaSiksha Mandir School
6. Tagore Matric Higher Secondary School
7. Walter Scudder Higher Secondary School
8. St. Philomena's Girls Higher Secondary School

1.4 Need for the study:

Recruiting the right people carries supreme importance for the continuation of the success of an organization. Which is why we've rounded up a list of reasons that will further convince you to establish a recruitment and selection policy for your organization.

- ❖ To Identify general practices that institution use to recruit and select employees.
- ❖ To determine which recruitment and selection practices are most effective.
- ❖ To identify and suggest measures for the improvement of the recruitment programs

1.5 Scope and Significance of the study:

The present research is confined to study the recruitment and selection process followed at Private school. The study reveals the recruitment and selection process followed in the institution. Whether employees are satisfied with the recruitment process? Is the institution providing ethical process for recruiting employees? The institution was done with the study of recruitment and selection

The scope of the project includes,

- Study of importance of Recruitment and Selection process for the private schools
- This study helps the Institution to study the area of problem and suggest ways to improve the recruitment and selection process.
- Employees are satisfied with the recruitment process

1.6 Objectives of the study:

PRIMARY OBJECTIVE

To study the process of Recruitment & Selection in PRIVATE SCHOOLS

SECONDARY OBJECTIVES

- 1.To assess the perception of the employers regarding recruitment process they undergone.
- 2.To identify whether recruitment is done from internal or external sources to increase the organizational performance
- 3.To analyse the effectiveness of recruitment and selection process.
- 4.To identify the average time spent for recruitment process.
- 5.To identify new ways of improving the present recruitment procedure

1.7 Limitations of the study:

As the study revolves around the teacher selection process of human resources aspects the institution performance cannot be ascertained. In spite of giving honest and sincere efforts there are several limitations, which are as follows:

- The perception bias or attitude of the respondents may also act as hurdles to the study.

- The period of study is only for 3 months, which is a major constraint.
- Sample size taken for the research is small due to the constraint of time.
- Time is major limitation.
- Some of the employees could not reveal much of the information for the fear of the institution.

2.LITERATURE REVIEW

2.1 Introduction:

In literature review there are several articles, discuss the notion of what recruitment and selection is, and how it done and different views on how organizations can improve their recruitment and selection methods. In addition,they hope to find the perfect method. The object of this study is to review the literature on recruitment and selection. Human Resource Management must be able to assist the organization to place the right person in the right job.

- **Brannick and Levine** (2002) Job analysis; Methods, research, and applications for human resource management in the new millennium. He described job analysis as “a systematic process whereby one can discover the nature of the job”. Job was divided into smaller units and one or more results were recorded.
- **Bowin and Harvey** (2001) Human resource management: An experimental approach have discussed the significance of job analysis to human resource management but they found job analysis as a strategic human resource(HR) management practice having a prospective contribution is the organizational performance.
- **Hausknecht et al.** (2004) Although recruitment and selection are often viewed as separate process, recent studies are increasingly showing that the two processes have considerable interactive effects. Negative reactions to selection procedures have been shown to correlate with attraction, intent to pursue,job recommendations, and intentions to accept a job offer.
- **Sania Usmani** (2020)Recruitment and Selection Process at Workplace: A Qualitative, Quantitative and Experimental Perspective of Physical Attractiveness and Social Desirability

The most important results and recommendations mentioned in this review came to search of three studies related to the subject of the recruitment

process and selection in the workplace: a qualitative, quantitative and experimental perspective of physical attractiveness and social desire. It was concluded that all three studies and data analysis, and found that physical attractiveness does not play a role in the selection and employment process. Individually, this review will help shed light on theories on the factors that affect the recruitment process. The results of this review will also guide all future studies on how appearance, confidence, communication skills and resumption of clarity play an important role in the recruitment process rather than physical or facial attractiveness.

- **Dharshini. K. A & Seleena. R** (2020) A Pragmatic study on Human Resources Trends in recruitment and selection process in Non-Banking Financial Companies in Kanniyakumari district (2020)

The most important study recommended that it is necessary to enhance the new form of talent acquisition, such as campus recruitment, the trainee program to employ the appropriate talents, and the evaluation of candidates during recruitment must be more efficient. This study provided a conclusion that the recruitment process and selection among employees of non-banking financial companies have a positive importance. Regarding their job satisfaction, the company still has to enhance the level of employment in new formulas for employment of qualified employees in the coming time period.

- **Bushra Bintey Mahbub** (2020) Internship Report on Recruitment and Selection Process of BRAC Bank LTD

The report made several recommendations, the most important of which was that some procedures could be computerized via the Internet so that some work is reduced and opportunities for manual errors are reduced. It also recommended that it is necessary to assign more manpower. There is a need for more manpower in proportion to work. And the need to give more facilities to the trainees, and the most important goal was that they should search for quality instead of quantity in the case of selecting or employing employees. Sometimes to achieve the goal and incentive, they choose some unqualified

people who cannot bear the workload and fall into depression and finally expel them from the organization.

- **Tri Indri Hardini and Others** (2019) Indonesian Language Assistant Program in Australian Schools: Recruitment And Selection Process (2019)
It became evident from this study that the UPI Indonesian recruitment process has several stages. Each stage has its own purpose to choose the best candidates required by both UPI and DET. It is expected that each process of selection processes will thoroughly explore the general skills and competencies of the candidates. The study recommended the necessity of sustaining this program, and it is also necessary to continuously improve the recruitment and selection system in order to select the best candidates for the coming years.
- **Dr. Amer Hani Al-kassem**(2017)Recruitment and Selection Practices in Business Process Outsourcing Industry
The study recommended that access to employee services, develop their skills, and motivate them at high levels of performance, and in order to ensure the maintenance of their commitment to the organization, this is necessary to achieve organizational goals. Also, no organization can survive without giving importance to its employees. Moreover, the adoption of different business models, best practices and strategies is the motto that the institution must follow to retain its employees. Achieving reasonable expectations for employees must be an ongoing process.
- **Torrington and Hall**(1998) Selection and appointment process usually personnel and line management use a variety of imperfect methods to aid the task of predicting which applicant will be most suitable in meeting the requirements of the job. They are able to drawn on their expertise to recommend the most effective selection methods for each particular job or group of jobs.
- **Neeraj Kumari** (2013)A Study of the Recruitment and Selection process: SMC Global
He found that the company is following an effective Recruitment and Selection process to maximum extent. out of the various methods of sourcing candidates, the best one is – getting references via references and

networking. In the process, I came across various experiences where the role of an HR and the relevant traits he finds in the candidates were displayed. The structure of the financial sector (as well as that of SMC Ltd) was known along with the analysis that recruitment is an ongoing process in this industry and therefore new innovative methods have to be thought of and applied to meet the demand. Company should focus on long term consistent

performance rather than short term. The emphasis towards training and enhancing skills of recruiters needs to be more and also consistent.

- **Geeta Kumari and Others** (2010) Recruitment and Selection Process: A Case Study of Hindustan Coca Cola Beverage PvtLtd Gangyal, Jammu, India
This is concluded from the above mentioned studies that the performance of the company is nice. 120 out of 120 employers said that company maintains and manage candidate's file including maintenance of database to ensure comprehensive data collection of candidates. 70 out of 120 employers said that the company spends about 20%-30% of its total expenditure on recruitment and selection. 120 out of 120 employee accepted the fact that coca-cola follows recruitment and selection procedure. It basically depends on the post the candidate is applying for, in most of the cases the company does compensate the employees for the expenses incurred by them. 70 out of 120 employers said that the company compensates the employees for the expenses made by them, while 50 employer said no. 120 out of 120 employers said that company maintains and manages candidate's file including maintenance of database to ensure comprehensive data collection of candidates. It can be concluded that this company is doing very well in the area of soft drinks if it is compared with the other competitors.
- **Ms. Ambika Verma** (2009) in their survey research on the use of technologies in recruiting, screening and selection processes for job candidates conducted in Dimension group found that most organization implemented and technology based recruitment and selection tools to improve efficiency, reduce costs, and expand the applicant pool.
- **Robert** (2005) in his study titled, "Strategic HR Review,2004", states that successful recruitment and selection can improve organization performance".

- **Bowen, et al** (1991) in his study examined “that integrated recruitment and selection process helps recruiters to choose the candidates to fit the characteristics of an organizational culture”
- **Beardwell, et al** (2003) in his study examined that, "Selection is carried out by organization as a mean of candidates potential and actual performance and the intake of employees will make the most appropriate contribution to organization -now and in future".
- **Mir Mohammed and Nurul Absar** (2012)Recruitment and Selection Practices in Manufacturing Firms in Bangladesh
To understand exploring the differences and similarities between the public and private sector manufacturing firms of Bangladesh with respect to recruitment and selection practices, sources of recruitment, and selection devices.
- **Subhash C. Kundu Neha Gahlawat**(2105)Recruitment and Selection Techniques used in Corporate Sector: A Comparative Study of Indian and Multinational Companies
To examine the variations in the adoption of recruitment practices and techniques among Indian and multinational companies
- **Dr. Dilip Aher and Dr. Ghanshyam D.Giri**(2018)A Study of Recruitment and Selection Process with special reference to Manufacturing Industries in Pimpri-Chinchwad MIDC
To examine the recruitment and selection process adopted by production units in Maharashtra Industrial Development Corporation (MIDC) area in parts of Pune City, i.e., Pimpri-Chinchwad
- **Korsten** (2003)According to Korsten, Human Resource Management theories emphasize on techniques of recruitment and selection and outline the benefits of interviews, assessment and psychometric examinations as employee selection process. They further stated that recruitment process may be internal or external or may also be conducted online. Typically, this process is based on the levels of recruitment policies, job postings and details, advertising, job application and interviewing process, assessment, decision making, formal selection and training

- **Dr. Sayel sabha** (2018) This study tested that the Recruitment has become an important process within the highly competitive labour market. The quality methods of recruitment had been revolutionized by the emergence of the online. E-Recruitment is that the foremost recent trend within the recruitment process and it has been adopted in many organizations from large to small-sized companies. Many companies use E-Recruitment to post jobs and accept resumes on the online, and correspond with the applicants by-mail
- **Cf. Cober et al** (2000) According to the current research on the recruitment, the Web is increasing in use both as a source of applicants for organizations and as a job search device for individuals looking for employment. As many as 90% of large organizations in the United States have incorporated the Web in their current recruitment practices.
- **Hanuhek, Kain, and Rivikin** (1993-96) analyzed data on more than 300,000 Texas teachers during 1993–1996 and found that those who left Texas public schools were generally either very young teachers in their first two years of teaching or very experienced teachers nearing retirement eligibility
- **Kirby, Berends, and Naftel** (1999) using longitudinal data on public school teachers in Texas from 1980–1996 found that, on average, white male teachers in Texas had a 5-percent lower adjusted rate of attrition (i.e., leaving teaching) than white females
- **Stinebrickner** (2001), using data from the National Longitudinal Study of the High School Class of 1972 on 450 individuals who were certified to teach and followed through 1986, found that the probability of remaining in teaching declined more rapidly over time for teachers in the high-SAT group versus those in the low-SAT group. The author also found that high-SAT individuals received wage premiums in non-teaching jobs but not in teaching. Stinebrickner (2001b) found similar results
- **Ingersoll** (2001a), using the 1991–1992 Schools and Staffing Survey and Teacher Follow-up Survey found that mathematics and science teachers were more likely to leave than teachers in other subject specialties.
- **Dr. Amer Hani Al-Kassem** (2017) The study recommended that access to employee services, develop their skills, and motivate them at high levels of performance, and in order to ensure the maintenance of their commitment to

the organization, this is necessary to achieve organizational goals. Also, no organization can survive without giving importance to its employees. Moreover, the adoption of different business models, best practices and strategies is the motto that the institution must follow to retain its employees. Achieving reasonable expectations for employees must be an ongoing process

- Samita Sen (2010) The examine the role of jobbers in the recruitment system of the Assam tea plantations and the state in an attempt to loosen the stranglehold of professional contractors

3.RESEARCH METHODOLOGY

3.1 RESEARCH DESIGN:

A research is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with economy in procedure. In fact the research design is the conceptual structure within which research is conducted; it constitutes the blue print for the collection, measurement and analysis of data. The research design adapted in the study was descriptive study.

➤ Descriptive research:

Descriptive research includes surveys and fact-finding enquiries of different kinds. The major purpose of descriptive research is description of the state of affairs, as it exists at present. The main characteristic of this method is that the researcher has no control over the variables; research can only report what has happened or what is happening. A descriptive study is undertaken in order to ascertain and be able to describe the characteristics of the variable of interest in a situation. Descriptive studies are also undertaken to understand the characteristics of organizations that follow certain common practices.

3.2 SAMPLING DESIGN:

The following sampling design is used for **“A SYSTEMATIC STUDY ON SCHOOL MANAGEMENT AND TEACHER STAFF SELECTION PROCESS IN PRIVATE SCHOOLS AT TINDIVANAM”**. In this project random sampling was used, the target group from which information was sort are more or less homogenous and therefore a random sampling was done, of course considering the various groupings among the workers based on age, experience, qualification. This was done without any bias and with fullest cooperation of the personal department.

3.3 SOURCE OF DATA:

- 1.Data refers to information or facts for study.
- 2.There are two main sources of data for the research study and we use both the sources to collect the data for the study which going on.
- 3.The two sources of data are primary data and the secondary data.

➤ PRIMARY DATA:

Primary data consist of original information collected for specific purpose. This project relied on the employees. Structured undisguised questionnaire was used to collect the primary data. Telephone survey was used for this purpose.

➤ SECONDARY DATA:

Secondary data consists of information that already exists somewhere having been collected for some other purpose. The secondary data is obtained from the company data base, text books, Internet and Journals.

3.4 STRUCTURE OF QUESTIONNAIRE:

Questionnaire can be classified as both, quantitative and qualitative method depending on the nature of the questions. Specifically, answers obtained through closed-ended questions with multiple choice answer options are analyzed using quantitative methods and they may involve pie-charts, bar-charts and percentages. Answers obtained to open-ended questionnaire questions are analyzed using qualitative methods and they involve discussions and critical analyses without use of numbers and calculations.

❖ MULTIPLE CHOICE QUESTIONS:

A multiple choice question is a question type where the respondents is asked to choose on one or more items from a limited list of choices. A multiple choice question consists of a stem, the correct answer, and distracters. The stem is the beginning part of the item that presents the item as a problem to be solved, question or an incomplete statement to be completed.

❖ **LIKERT SCALE QUESTIONS:**

Likert scale questions are the “do you agree or disagree” questions you often see in surveys, and are used to gauge respondents opinions and feelings. Likert scale questions give respondents a range of options. For example, survey questions for employees often use a likert scale to measure their opinions or attitudes on a range of topics. For this research I have taken 5-point likert scale(strongly agree, agree, unsure, disagree and strongly disagree).

METHODS OF DATA COLLECTION:

- The study has used a pre-designed structured questionnaire method for data collection.
- The research personally interacted with the respondents who provided the primary data.

3.5 SAMPLE SIZE:

A sample size of 130 respondents was chosen because of time constraint. The sampling method used to select the respondents is convenience sampling method.

3.6 PERIOD OF STUDY:

The study on school management and teacher staff selection process was held for 3 months December to February.

3.7HYPOTHESIS/ANALYTICAL TOOLS:

Gender and the working years of the candidate:

Ho: There is no significant relationship between Gender and the working years of the candidate

H1: There is significant relationship between Gender and the working years of the candidate

Demographic factors and their Job vacancy

Ho: There is no significant relationship between demographic factor and their job vacancy

H1: There is significant relationship between demographic factor and their job vacancy.

4.DATA ANALYSIS AND INTERPRETATION

PERCENTAGE ANALYSIS:

DEMOGRAPHIC CHARACTERISTICS OF RESPONDENTS:

This section contains age, gender and educational level of the respondents.

4.1.1 GENDER:

The respondents are classified on the basis of gender.

TABLE 1.1: Table representing respondent's gender

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Male	61	46.9	46.9	46.9
Female	69	53.1	53.1	100.0
Total	130	100.0	100.0	

INTERPRETATION:

Gender distribution of the respondents is given in above table.

Here 61 respondents represent 46.9% are male and 69 respondents represents 53.1% are female.

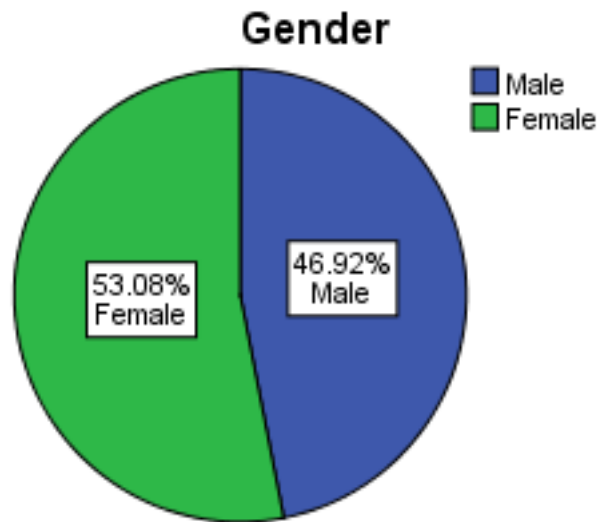


CHART 1.5 Respondent's Gender

INFERENCE:

It is inferred that majority of the respondents are Female

4.1.2AGE:

The respondents are classified on basis of age

TABLE 1.2: Table representing respondent's Age

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	25-29	22	16.9	16.9	16.9
	29-35	36	27.7	27.7	44.6
	35-45	44	33.8	33.8	78.5
	above 45	28	21.5	21.5	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Age of respondents is given in the above table. Here, 22 respondents represent 16.9% age are of between 25-29; 36 respondents represents 27.7% age are of between 29-35; 44 respondents represents 33.8% age are of between 35-45; 28 respondents represents 21.5% are of above 45.

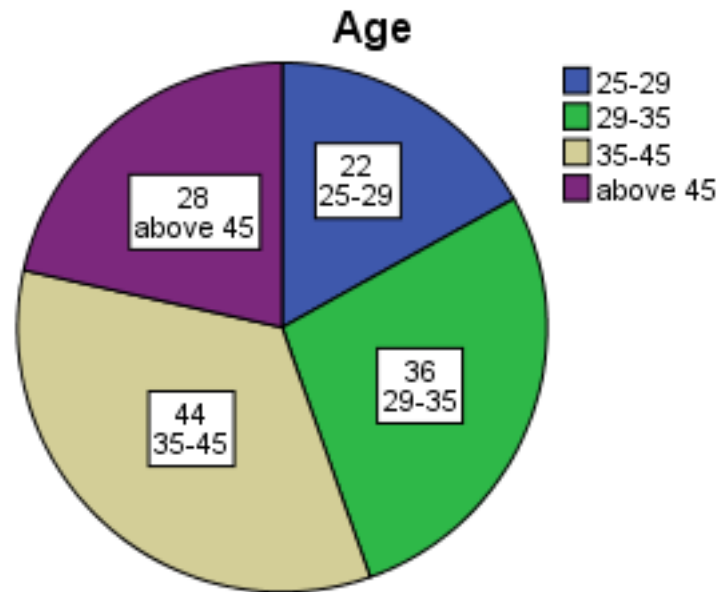


CHART 1.6 Respondent's Age

4.1.3 EDUCATION LEVEL:

Here respondents are classified on the basis of their educational level.

TABLE1.3: Table representing respondent's education level

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Graduate	39	30.0	30.0	30.0
Post graduate	50	38.5	38.5	68.5
P.hd&above	29	22.3	22.3	90.8
others	12	9.2	9.2	100.0
Total	130	100.0	100.0	

INTERPRETATION:

Education level of respondents are given in above table. Here, 39 respondents represents 30% completed their Graduate and 50 respondents represents 38.5% completed their Post graduate and 29 respondents represents 22.3% completed their P.hd & above and 12 respondents represents 9.2% of other categories.

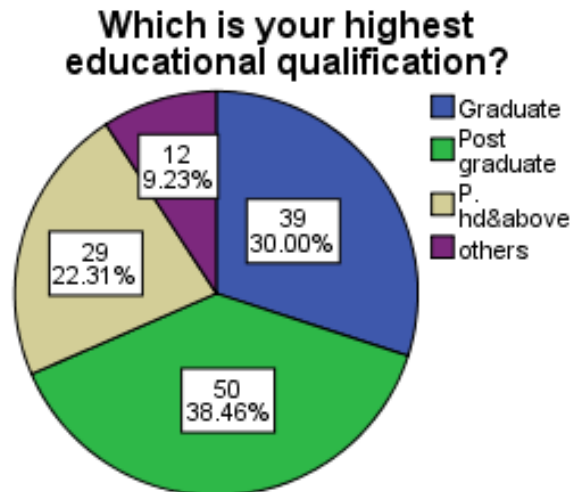


CHART 1.7 Education qualification of respondents

INFERENCE:

It is inferred that majority of respondents are Post graduate.

FINDINGS AND INTERPRETATION OF THE STUDY:

4.1.4. Test the hypothesis that there is no association between Gender and working years of the candidate in their institution

BY USING CHI-SQUARE TEST

NULL HYPOTHESIS: There is no association between gender and working years of the candidate.

ALTERNATE HYPOTHESIS: There is association between gender and working years of the candidate.

TABLE1.4: Table representing gender and working years of the respondents

			Since how many years have you been working with your institution?			
			0-5 years	5-10 years	10-15 years	more than 15 years
Gender	Male	Count	20	24	11	6
		Expected Count	18.3	22.5	10.8	9.4
	Female	Count	19	24	12	14
		Expected Count	20.7	25.5	12.2	10.6
Total		Count	39	48	23	20
		Expected Count	39.0	48.0	23.0	20.0

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	2.787 ^a	3	.426
Likelihood Ratio	2.868	3	.412
Linear-by-Linear Association	1.977	1	.160
N of Valid Cases	130		

a. 0 cells (.0%) have expected count less than 5.

The minimum expected count is 9.38.

Symmetric Measures

	Value	Approx. Sig.
Nominal by Nominal Phi	.146	.426
Cramer's V	.146	.426
N of Valid Cases	130	

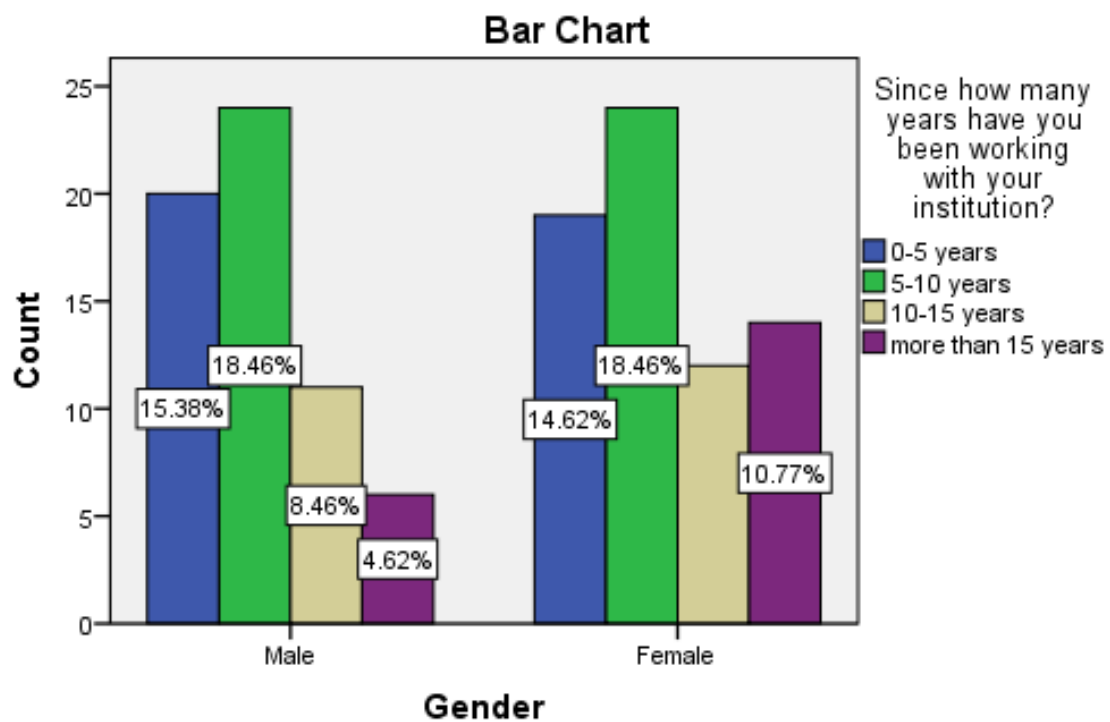


CHART1.9 Gender and working years of the respondent's

INFERENCE:

It is inferred that P value .426 is greater than > 0.05 , We reject Alternate hypothesis and accept Null hypothesis .So that there is no association between gender and working years of the candidate.

4.1.5 Which category of annual income do you fall under?

TABLE1.5: Table representing respondent's annual income

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 2-3 lakhs pa	43	33.1	33.1	33.1
3-5 lakhs P .a	48	36.9	36.9	70.0
5-10 lakhs p.a	31	23.8	23.8	93.8
10 lakhs p.a &above	8	6.2	6.2	100.0
Total	130	100.0	100.0	

INTERPRETATION:

Here 43 respondents represent 33.1% of persons receiving 2-3 lakhs pa and 48 respondents represents 36.9% of persons receiving 3-5 lakhs pa and 31 respondents represents 23.8% of persons receiving 5-10 lakhs pa and 8 respondents represents 6.2% of persons receiving 10 lakhs pa & above.

Which category of annual income do you fall under?

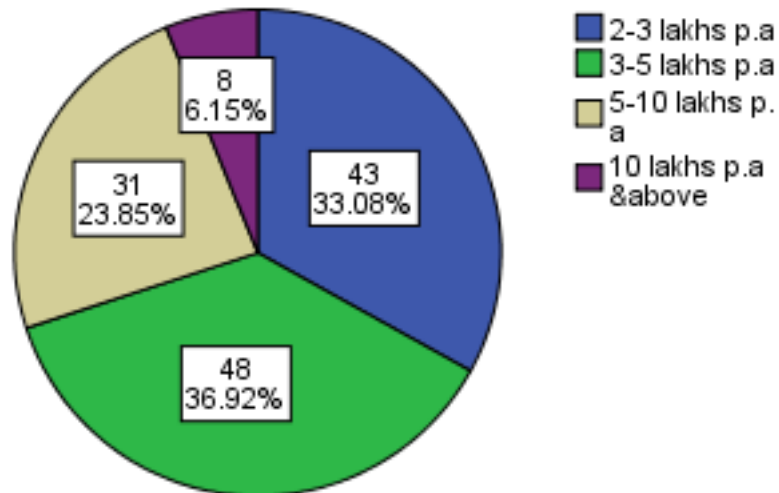


CHART 1.10 Annual income of respondent's

INFERENCE:

Majority of the respondents are receiving annual income of 3-5 lakhs p. a

4.1.6 Does the institution clearly defines the position objectives requirements and candidate specification in recruitment process?

TABLE1.6: Table representing position objectives in recruitment process

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	No	37	28.5	28.5	28.5
	yes	93	71.5	71.5	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Here 93 respondents represent 71.5% were said that institution clearly defines the position objectives and 37 respondents represents 28.5% were said that institution does not clearly defines the position objectives.

.Does the institution clearly defines the position objectives requirements and candidate specification in recruitment process?

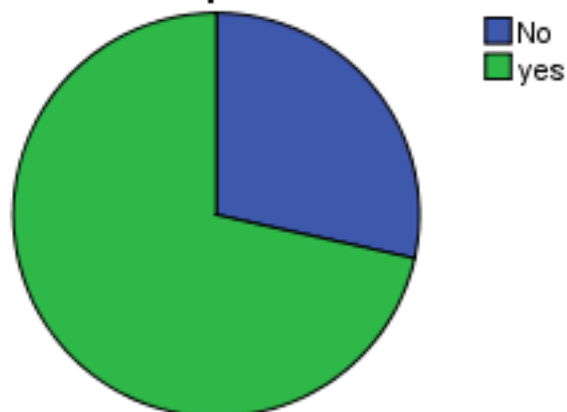


CHART 1.11 Position objectives in recruitment process

INFERENCE:

It is inferred that the institution clearly defines position objectives.

4.1.7 Test the hypothesis that there is no association between Gender and about their job vacancy?

Null hypothesis: There is No association between gender and about their job vacancy.

Alternate hypothesis: There is association between gender and about their job vacancy.

TABLE1.7: Table representing gender and about their job vacancy

		How did you get to know about this job vacancy?				Total
		Advertisement	Consultant	personal	E-recruitment	
Gender Male	Count	19	9	29	4	61
	Expected Count	17.8	9.9	29.6	3.8	61.0
Female	Count	19	12	34	4	69
	Expected Count	20.2	11.1	33.4	4.2	69.0
Total	Count	38	21	63	8	130
	Expected Count	38.0	21.0	63.0	8.0	130.0

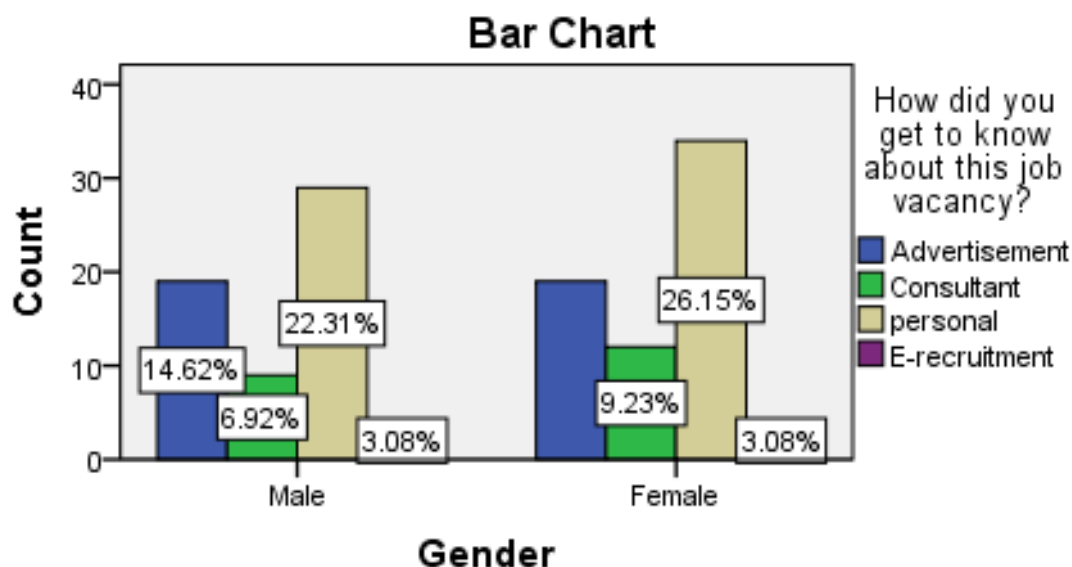
Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.334 ^a	3	.953
Likelihood Ratio	.335	3	.953
Linear-by-Linear Association	.051	1	.822
N of Valid Cases	130		

a. 2 cells (25.0%) have expected count less than 5. The minimum expected count is 3.75.

Symmetric Measures

		Value	Approx. Sig.
Nominal by Nominal	Phi	.051	.953
	Cramer's V	.051	.953
N of Valid Cases		130	



INFERENCE:

It is inferred that P value 0.953 is greater > than 0.05, So we reject alternate hypothesis and accept null hypothesis. Therefore there is no association between gender and their job vacancy.

4.1.8 Which source of recruitment is used in your institution?

TABLE 2.1: Table representing recruitment source

Which source of recruitment is used in your institution?

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Internal	42	32.3	32.3	32.3
	External	57	43.8	43.8	76.2
	both	31	23.8	23.8	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Here 42 respondents represent 32.3% are of internal recruitment, 57 respondents represent 43.8% are of external recruitments, 31 respondents represents 23.8% are of both the recruitments process.

Which source of recruitment is used in your institution?

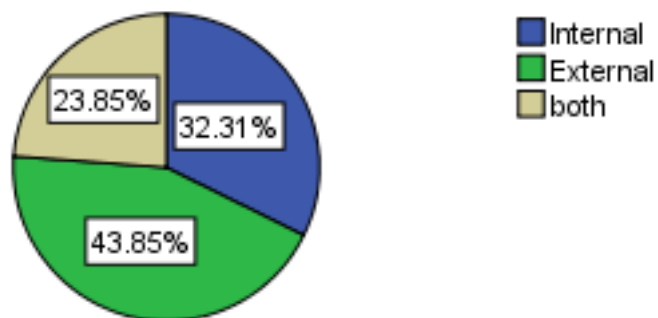


CHART 1.13 Source of recruitment

INFERENCE:

Majority of the respondents stated that External recruitment is followed in their institution.

4.1.9 Which of the following recruitment methods and procedure followed for recruitment in your institution?

TABLE 2.2 : Table representing recruitment methods and procedure

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Employee referral	41	31.5	31.5	31.5
	Advertisement in Newspaper	53	40.8	40.8	72.3
	Government employment exchange	24	18.5	18.5	90.8
	Recruitment consultants	12	9.2	9.2	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Here 41 respondents represent 31.5% persons are followed by employee referral method, 53 respondents represent 40.8% persons are followed by advertisement in newspaper, 24 respondents represent 18.5% persons are followed by government employee exchange, 12 respondents represent 9.2% persons are followed by recruitment consultants.

Which of the following recruitment methods and procedure followed for recruitment in your institution?

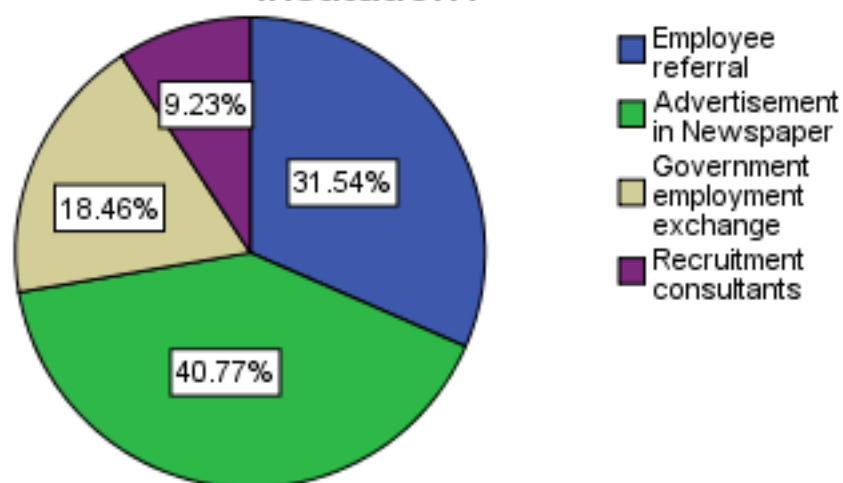


CHART 1.14 Recruitment methods and procedure

INFERENCE:

Majority of the respondents stated that Advertisement in Newspaper is the recruitment method and procedure followed in their institution.

4.1.10 Which of the Selection procedure and methods followed by your institution?

TABLE 2.3: Table representing selection procedure

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Aptitude test	23	17.7	17.7	17.7
	Personal interview	79	60.8	60.8	78.5
	Written test	19	14.6	14.6	93.1
	Practical test	9	6.9	6.9	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Here 23 respondents represent 17.7% followed aptitude test 79 respondents represents 60.8% followed personal interview ;19 respondents Represents 14.6% followed written test;9 respondents represent 6.9% followed practical test.

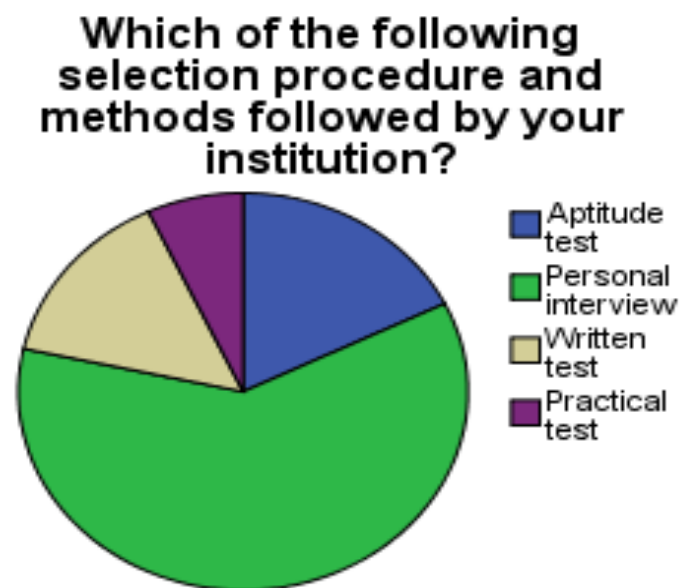


CHART 1.15 Selection procedure

INFERENCE:

Majority of the selection procedure and method follows personal interview.

4.1.11 Does the institution take any technological support for the process of recruiting?

TABLE 2.4: Table representing technological support

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Telephone	70	53.8	53.8	53.8
Video conferencing	18	13.8	13.8	67.7
Online support	12	9.2	9.2	76.9
others	30	23.1	23.1	100.0
Total	130	100.0	100.0	

INTERPERTATION:

Here 70 respondents represent 53.8% followed by telephone process ;18 respondents represent 13.8% followed by video conferencing process 12 respondents represents 9.2% followed by online support ;30 respondents represents 23.1% followed by others process.

Does the institution take any technological support for the process of recruiting?

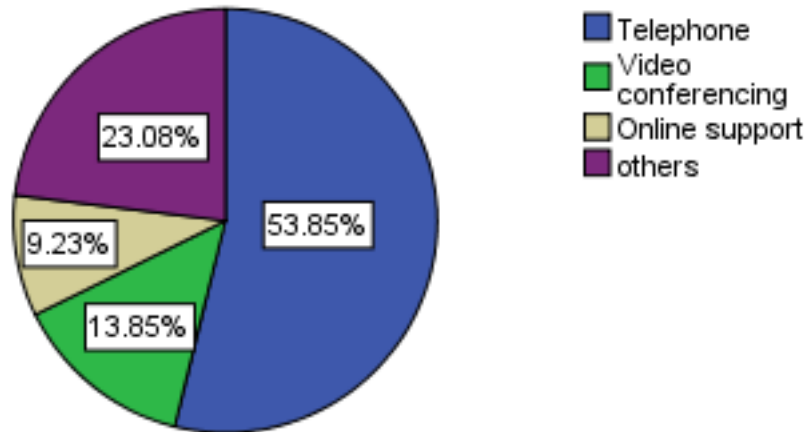


CHART 1.16 Technological support for the process of recruiting

INFERENCE:

Majority of the technological support for the process of recruiting is Telephone.

4.1.12 How many stages of interviews does the institution typically conduct with a candidate before making an offer of employment?

TABLE 2.5: Table representing stages of interview

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 1	20	15.4	15.4	15.4
2	41	31.5	31.5	46.9
3	55	42.3	42.3	89.2
More than 3	14	10.8	10.8	100.0
Total	130	100.0	100.0	

INTERPERTATION:

Here 20 respondents represent 15.4% has 1 stage of interview; 41 respondents represent 31.5% has 2 stages of interview; 55 respondents represents 42.3% has 3 stages of interview ; 14 respondents represents 10.8 % has more than 3 stages of interview.

How many stages of interviews does the institution typically conduct with a candidate before making an offer of employment?

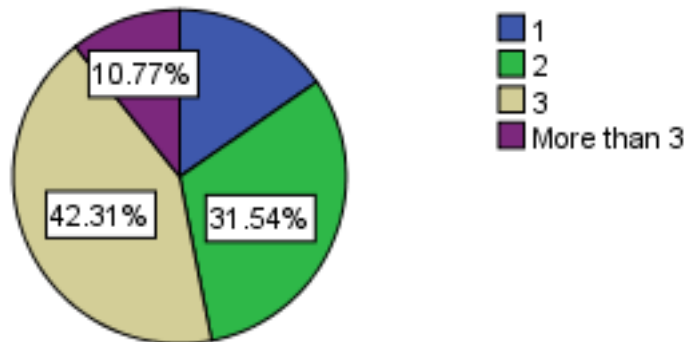


CHART 1.17 stages of interview

INFERENCE:

Majority of the respondents stated that more than 3 stages of interviews will be conducted before making an offer of employment.

4.1.13 Rate the effectiveness of the interviewing process and other selection instruments such as testing

TABLE 3.1 :Table representing interviewing process and other selection instruments

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Dissatisfied	1	.8	.8	.8
	Neutral	19	14.6	14.6	15.4
	satisfied	50	38.5	38.5	53.8
	Very satisfied	60	46.2	46.2	100.0
	Total	130	100.0	100.0	

INTERPRETATION:

Here 1 respondent represents .8% are dissatisfied with interviewing process;19 respondents represent 14.6% are neutral with interviewing process ;50 respondent represents 38.5% are satisfied with interviewing process ,60 respondent represents 46.2% are very satisfied with interviewing process.

Rate the effectiveness of the interviewing process and other selection instruments such as testing

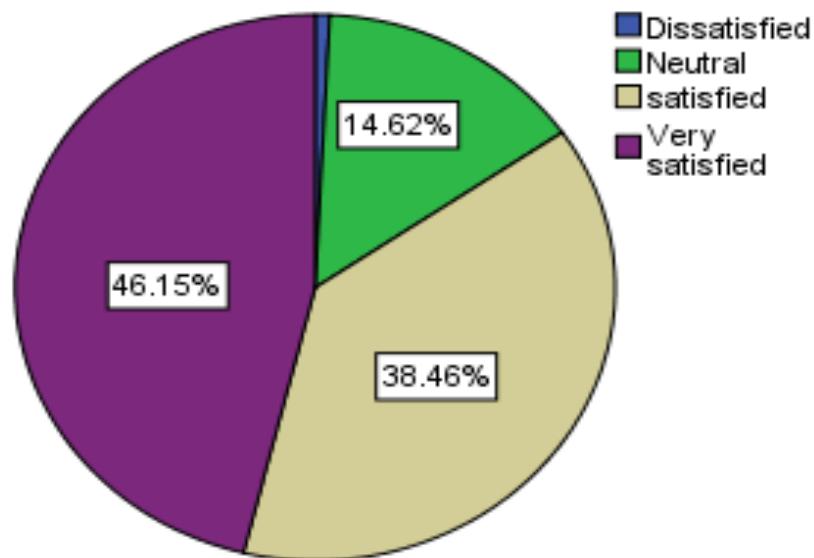


CHART 1.18 Interviewing process and selection instruments

INFERENCE:

Majority of the respondents stated that they are very satisfied with interviewing process and other selection instrument such as testing.

4.1.14 Rate how well institution finds good candidates from non-traditional sources when necessary?

TABLE 3.2:Table representing candidates from non-tarditional sources

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Dissatisfied	1	.8	.8	.8
	Neutral	21	16.2	16.2	16.9
	satisfied	72	55.4	55.4	72.3
	Very satisfied	36	27.7	27.7	100.0
	Total	130	100.0	100.0	

INTERPERTATION:

Here 1 respondent represent .8% are dissatisfied with finding good candidates from non-traditional source ;21 respondents represents 16.2% are neutral with finding good candidates from non-traditional source;72 respondents represents 55.4% are satisfied with finding good candidates from non-traditional source;36 respondents represents 27.7% are very satisfied with finding good candidates from non-traditional source

Rate how well institution finds good candidates from non-traditional sources when necessary?

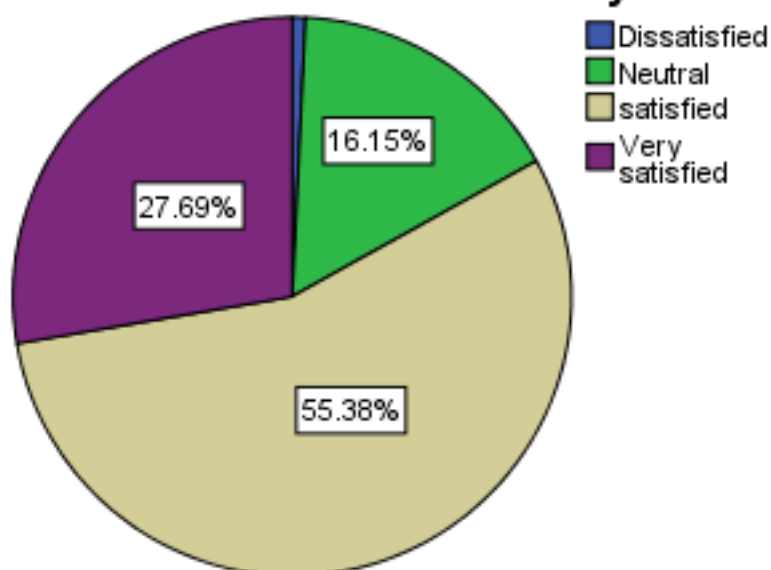


CHART 1.19 Candidates from non-tarditional sources

INFERENCE:

Majority of the respondent state that they are satisfied with finding good candidates from non-traditional sources.

4.1.15How would rate institution performance in recruitment and selection**TABLE3.3: Table representing performance in recruitment and selection**

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Dissatisfied	1	.8	.8	.8
	Neutral	20	15.4	15.4	16.2
	satisfied	67	51.5	51.5	67.7
	Very satisfied	42	32.3	32.3	100.0
	Total	130	100.0	100.0	

INTERPERTATION:

Here 1 respondent represents .8% are dissatisfied with institution performance in recruitment and selection ;20 respondents represent 15.4% are neutral with institution performance in recruitment and selection;67 respondents represents 51.5% are satisfied with institution performance in recruitment and selection ;42 respondents represents 32.3% are very satisfied with institution performance in recruitment and selection.

How would rate institution performance in recruitment and selection

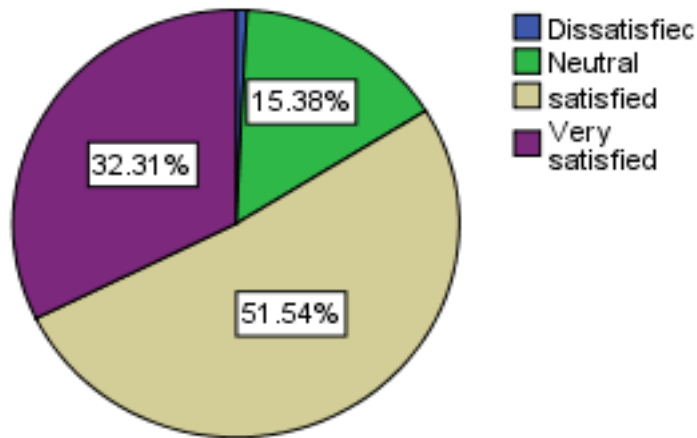


CHART 1.20 Performance in recruitment and selection

INFERENCE:

Majority of the respondents stated that they are satisfied with their institution performance in recruitment and selection.

4.1.16 What is the average time spent by executives during recruitment (each candidate)

TABLE 3.4 : Table representing average time spent by executives during recruitment

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 1 to 5 mins	6	4.6	4.6	4.6
5 to 10 mins	36	27.7	27.7	32.3
10 to 15 mins	53	40.8	40.8	73.1
More than 15 mins	35	26.9	26.9	100.0
Total	130	100.0	100.0	

INTERPERTATION:

Here 6 respondents represent 4.6% spent average time as 1 to 5 mins;36 respondents represent 27.7% spent average time as 5 to 10mins;53 respondents represent 40.8% spent average time as 10 to 15mins;35 respondents represents 26.9% spent average time as more than 15mins.

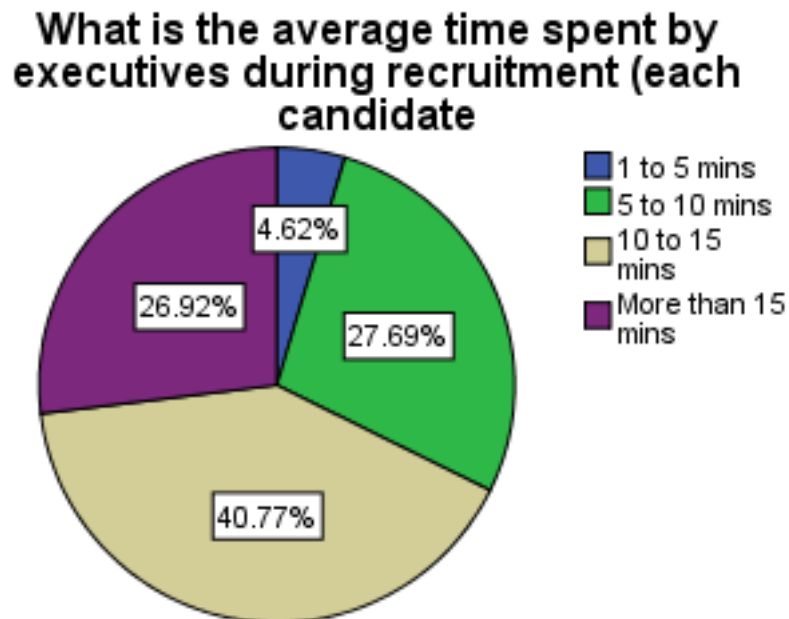


CHART 1.21 Average time spent during recruitment

INFERENCE:

Majority of the respondents represents that the average time spent by executives during recruitment is 10-15 mins.

4.1.17 SELECTION PRACTICE:

TABLE3.5 :Table representing post timely for the applicants

The institution announce the post timely for the applicants

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly disagree	10	7.7	7.7	7.7
Disagree	10	7.7	7.7	15.4
Neutral	50	38.5	38.5	53.8
Agree	38	29.2	29.2	83.1
Strongly agree	22	16.9	16.9	100.0
Total	130	100.0	100.0	

INTERPERTATION:

Here 10 respondents represent 7.7% are strongly disagree with the institution announcement of the post for the applicant;10 respondents represent 7.7% are disagree with the institution announcement of the post for the applicant;50 respondents represents 38.5% are neutral with the institution announcement of the post for the applicant

The institution announce the post timely for the applicants

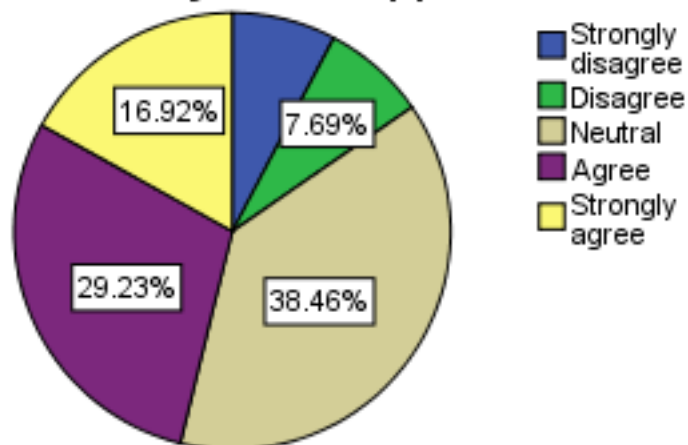


CHART 1.22

INFERENCE:

Majority of the respondents stated that they are neutral with the institution announcement the post timely for the applicants.

4.1.18 The selection is fair and free from bias

TABLE4.1: Table representing selection

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly disagree	5	3.8	3.8	3.8
Disagree	13	10.0	10.0	13.8
Neutral	15	11.5	11.5	25.4
Agree	82	63.1	63.1	88.5
Strongly disagree	15	11.5	11.5	100.0
Total	130	100.0	100.0	

INTERPRETATION:

Here 5 respondents represent 3.8% are strongly disagree the selection is fair and free from bias;13 respondents represent 10% are disagree the selection is fair and free from bias;15 respondents represents 11.5% are neutral the selection is fair and free from bias ;82 respondents represents 63.1% are agree the selection is fair and free from bias.

The selection is fair and free from bias

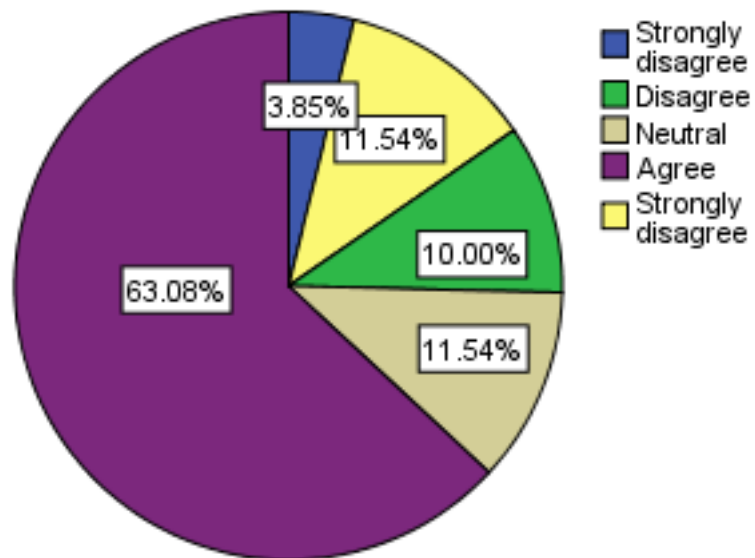


CHART 1.23 selection process

INFERENCE:

Majority of the respondents agree that the selection is fair and free from bias.

4.1.19 The institution gives training and selection

Table 4.2: Table representing training and selection

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Strongly disagree	6	4.6	4.6	4.6
Disagree	7	5.4	5.4	10.0
Neutral	49	37.7	37.7	47.7
Agree	40	30.8	30.8	78.5
Strongly agree	28	21.5	21.5	100.0
Total	130	100.0	100.0	

INTERPERTATION:

Here 6 respondents represent 4.6% are strongly disagree that the institution gives training and selection;7 respondents represent 5.4% are disagree that the institution gives training and selection;49 respondents represents 37.7% agree that the institution gives training and selection;28 respondents represents 21.5% strongly agree that the institution gives training and selection.

The institution gives training and selection

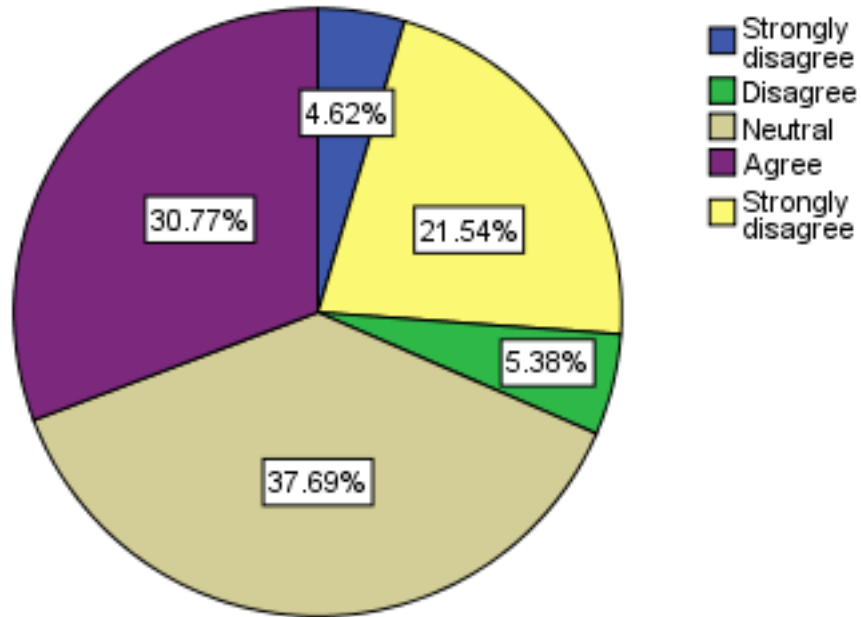


CHART 1.24 Training and selection

INFERENCE:

Majority of the respondents are neutral that the institution gives training and selection.

4.1.20. Which is the most important quality the institution looks for in a candidate?

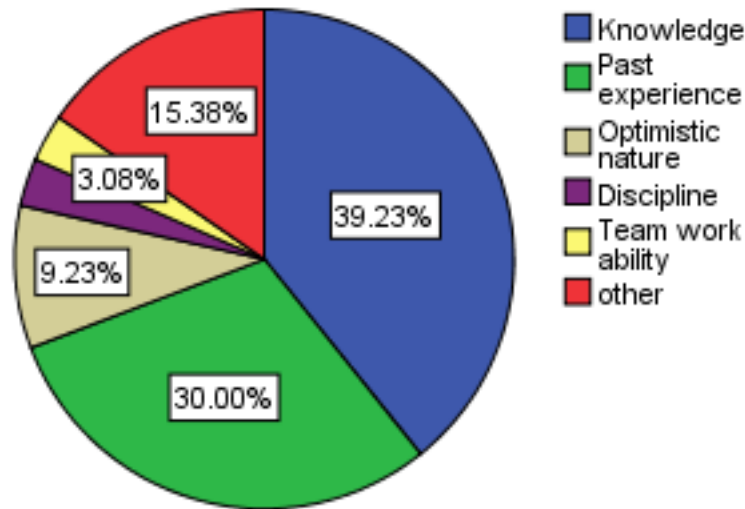
TABLE4.3: Table representing important quality of the candidate

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Knowledge	51	39.2	39.2	39.2
	Past experience	39	30.0	30.0	69.2
	Optimistic nature	12	9.2	9.2	78.5
	Discipline	4	3.1	3.1	81.5
	Team work ability	4	3.1	3.1	84.6
	other	20	15.4	15.4	100.0
	Total	130	100.0	100.0	

INTERPERTATION:

Here 51 respondents represent 39.2% looks knowledge as an important quality;39 respondents represent 30% looks past experience as an important quality; 20 respondents represents 15.4% looks other experience as an important quality.

Which is the most important quality the institution looks for in a candidate?



INFERENCE:

Majority of the respondents looks knowledge as an important quality

4.1.21 Is the institution doing timeliness recruitment and selection process?

TABLE4.4 :Table representing timeliness recruitment and selection process

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid No	26	20.0	20.0	20.0
Yes	104	80.0	80.0	100.0
Total	130	100.0	100.0	

INTERPRETATION:

Here 26 respondents represent 20% that the institution does the timeliness recruitment and selection process ;104 respondents represent 80% that the institution does the timeliness recruitment and selection process.

**Is the institution doing timeliness
recruitment and selection process?**

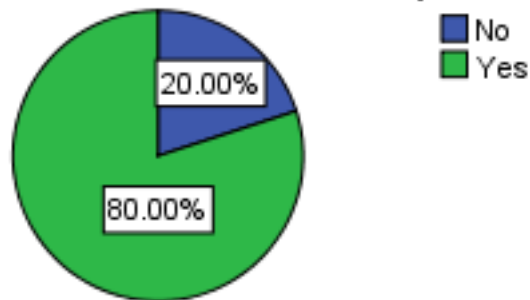


CHART 1.25 Timeliness recruitment and selection process

INFERENCE:

Majority of the respondents represents that the institution does the timeliness recruitment and selection process.

5.FINDINGS

- It is inferred that 53.1% of respondents are female and 46.9% of respondents are of male.
- It is inferred that 33.8% of respondents are of age between 35-45 years old.
- It is inferred that 38.5% of respondents are Post graduates.
- It is inferred that that P value .426 is greater than > 0.05 , We reject Alternate hypothesis and accept Null hypothesis
- It is inferred that 71.5% of respondents were told that their institution clearly defines the position objectives requirements and candidate specification in recruitment process.
- It is inferred that 48.5% of respondents would come to know the job vacancy in personal.
- It is inferred that 43.8% of respondents stated that External source of recruitment is used their institution.
- It is inferred that 40.8% of respondents stated that Advertisement in Newspaper is the process followed for recruitment in their institution
- It is inferred that 60.8% of respondents stated that Personal interview is the selection procedure followed by their institution
- It is inferred that 53.8% of respondents stated that the process of recruiting would be through Telephone.
- It is inferred that 42.3% of respondents stated that more than 3 stages of interview will be conducted before making an offer of employment.
- It is inferred that 46.2% of respondents are Very satisfied with interviewing process and other selection instrument such as testing.
- It is inferred that 55.4% of respondents are satisfied with finding good candidates from Non- traditional sources.
- It is inferred that 51.5% of respondents are satisfied with their institution performance in Recruitment and Selection.
- It is inferred that 40.8% of respondents represents that the average time spent by executives during recruitment is 10-15 mins

- It is inferred that 38.5% of respondents stated that they are neutral with the institution announcement for the post timely applicants.
- It is inferred that 63.1% of respondents agree that the selection is fair and free from bias.
- It is inferred that 37.7% of respondents are neutral that the institution gives training and selection.
- It is inferred that 39.2% of respondents looks knowledge as an important quality.
- It is inferred that 80% of respondents represents that the institution does the timeliness recruitment and selection process.

5.2 SUGGESTIONS

The outcome of the study illustrates that the private schools had a good teacher staff selection process. The following are some of the suggestions which enables the institution to enhance its recruitment and selection process.

- Well defined job posting is a good step to improve recruitment process
- Use HR technology to improve recruitment and selection process
- Enhancing candidate experience is a good recommendation to improve recruitment and selection process
- Collect and Analyse Feedback from Candidates
- The recruitment and selection procedure should not be too lengthy and time consuming.
- Institution should try to use internal recruitment process first because it incurs less cost and acts as a motivational factor to the employees.
- More stress should be given to recruit qualification & skill percentage for scrutinizing the application of prospective candidates.

5.3CONCLUSION

Recruitment and selection as being one of the major topics required by most of the institution. Hence the study helped in understanding the various aspects of recruitment and selection process. In Private schools the sources of recruitment is effective, the internal selection of the institution also in an economical means which also reduce the cost, only after looking the efficiency of the existing employee towards the institution, so that they will be selected.

QUESTIONNAIRE

A SYSTEMATIC STUDY ON SCHOOL MANAGEMENT AND TEACHER STAFF SELECTION PROCESS IN PRIVATE SCHOOLS AT TINDIVANAM

1.Email ID

2.Gender

- Male
- Female

3.Age

- 25-29
- 29-35
- 35-45
- Above 45

4.Which is your highest educational qualification?

- Graduate
- Post graduate
- P.hd & above
- Others

5.Which category of annual income do you fall under?

- 2-3 lakhs p.a
- 3-5 lakhs p.a
- 5-10 lakhs p.a
- 10 lakhs p.a & above

6.Since how many years have you been working with your institution?

- 0-15 years
- 5-10 years

- 10-15 years
- 10-15 years
- More than 15 years

7.How did you get to know about this job vacancy?

- Advertisement
- Consultant
- Personal
- E-recruitment

8.Does the institution clearly defines the position objectives requirements and candidate specification in recruitment process?

- Yes
- No

9.Which of the following recruitment methods and procedure followed for recruitment in your institution?

- Employee referral
- Advertisement in newspaper
- Government employment exchange
- Recruitment consultants

10.Which source of recruitment is used in your institution?

- Internal
- External
- Both

11.Which of the following selection procedure and methods followed by your institution?

- Aptitude test
- Personal interview
- Written test
- Practical test

12.Does the institution take any technological support for the process of recruiting?

- Telephone
- Video conferencing
- Online support
- Others

13.How many stages of interviews does the institution typically conduct with a candidate before making an offer of employment?

- 1
- 2
- 3
- More than 3

14.How involved are each of the following staff in selecting the screening criteria?
(Check one box per line. If your institution does not have a given position on staff check “No position”)

	Not involved	Somewhat involved	Very involved	No position
Superintendent				
Human resource manager				
District level curriculum director				
principal				
Screening/selection team				
others				

15. Please rank the following factor (from 1 to 5)

Rate the effectiveness of the interviewing process and other selection instruments such as testing

- Very dissatisfied -1 Dissatisfied- 2 Neutral -3 Satisfied -4 Very satisfied - 5

Rate how well institution finds good candidates from non-traditional sources when necessary?

- Very dissatisfied-1 Dissatisfied -2 Neutral-3 Satisfied -4 Very satisfied - 5

How would rate institution performance in recruitment and selection

- Very dissatisfied -1 Dissatisfied -2 Neutral-3 Satisfied -4 Very satisfied- 5

16. What is the average time spent by executives during recruitment (each candidate)

- 1min to 5 min
- 5 to 10 mins
- 10 to 15 mins
- More than 15 min

OPINION SURVEY

Recruitment and selection process

Selection practice

	Strongly disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly agree (5)
The institution announce the post timely for the applicants					
The selection is fair and free from bias					
Selection test administrated to fill vacancies are job related					
The institution chooses type of test which is appropriate for the job under consideration					

18.Which is the most important quality the institution looks for in a candidate?

- Knowledge
- Past experience
- Optimistic nature
- Discipline
- Others

19.Is the institution doing timeliness recruitment and selection process?

- Yes
- No

20.In your words, please suggest if you have any comments/suggestion for the institution to provide a better recruitment and selection process?

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ARTICLE

A SYSTEMATIC STUDY ON SCHOOL MANAGEMENT AND TEACHER STAFF SELECTION PROCESS IN PRIVATE SCHOOLS AT TINDIVANAM

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ABSTRACT: Effective recruitment , selection are critical to Institution success.They enable companies to have performing employees who are satisfied with their jobs, thus contributing positively to the institution.

Better recruitment and selection strategies result in improved institution outcomes. With reference to this context, the research paper entitled Recruitment and Selection has been prepared to put a light on Recruitment and Selection process. The main objective is to identify general practices that institution use to recruit and select employees and, to determine how the recruitment and selection practices would undergone in private schools. Successful recruitment and selection practices are key components at the entry point of human resources in any organization . The study also focus its attention to determine how the recruitment and selection practices affect the institution outcomes and provide some suggestions that can help .The research methodology applied is the exploratory. The data was collected through well structured questionnaires. The source of data was both primary and secondary. Sample size was 30. Data analysis has been done with the help of SPSS software. Data analysis has been done with statistical tools like tables, graphs, pie charts, bar diagrams

Keywords:

Recruitment, Selection, Reference, Interview, qualification.

1.INTRODUCTION:

In this study helps the institution to identify the area of problem and suggest way to improve the recruitment and selection process, this study focus on understanding recruitment and selection process this study helps to manage a manpower budget for the recruitment and selection process, this study helps to evaluate the time constrain for the recruitment process. The study stratified sampling technique is used. The sample size for the study is130. The tools that are used in this study, Percentage analysis and Chi Square.

RECRUITMENT AND SELECTION PROCESS:

Recruitment & Selection Process



2.NEED FOR THE STUDY:

Recruiting the right people carries supreme importance for the continuation of the success of an organization. Which is why we've rounded up a list of reasons that will further convince you to establish a recruitment and selection policy for your organization.

- ❖ To Identify general practices that institution use to recruit and select employees.
- ❖ To determine which recruitment and selection practices are most effective.
- ❖ To identify and suggest measures for the improvement of the recruitment programs.

3.OBJECTIVES:

- ❖ To assess the perception of the employers regarding recruitment process they have undergone.
- ❖ To study and analyze the Recruitment and selection process followed at .Private schools.
- ❖ To identify the average time spent for selection process.
- ❖ To identify new ways of improving the present recruitment procedure.

4.SCOPE OF THE STUDY:

- This study helps to make decision in selecting the right candidates for the right job.
- This study helps the organization to study the area of problem and suggest ways to improve the recruitment and selection process.
- This study focus on understanding recruitment and selection process

5. RESEARCH METHODOLOGY:

5.1 Population and Sample size:

The population size of the Private schools in Tindivanam town is indefinite. The sample size is confined respondents. The research uses Convenience sampling method.

5.2 Primary and Secondary Data:

The study is completely based on primary data for the study is collected through the questionnaire which was circulated through Google forms. The study uses Secondary data for Theoretical framework of the study and Review of literature collected from journals, books, thesis and magazines.

5.3 Hypothesis 1

Ho: There is no association between Gender and working years of the candidate

H1: There is association between Gender and working years of the candidate

5.4 Hypothesis 2

Ho: There is no association between Gender and about their job vacancy

H1: There is association between Gender and about their job vacancy

6. REVIEW OF LITERATURE:

Work by Alan Price (2007)

Price (2007), in his work Human Resource Management in a Business Context, formally defines recruitment and selection as the process of retrieving and attracting able applications for the purpose of employment. He states that the process of recruitment is not a simple selection process, while it needs management decision making and broad planning in order to appoint the most appropriate manpower. There existing competition among business enterprises for recruiting the most potential workers in on the pathway towards creating innovations, with management decision making and employers attempting to hire only the best applicants who would be the best fit for the corporate culture and ethics specific to the company (Price 2007). This would reflect the fact that the management would particularly shortlist able candidates who are well equipped with the

requirements of the position they are applying for, including team work. Since possessing qualities of being a team player would be essential in any management position.

Work by Silzer et al (2010):

However, the process of recruitment does not cease with application of candidature and selection of the appropriate candidates, but involves sustaining and retaining the employees that are selected, as stated by Silzer et al. (2010). Work of Silzer et al. (2010) was largely concerned with Talent management, and through their work they were successful in resolving issues like whether or not talent is something one can be born with or is it something that can be acquired through development. According to Silzer et al (2010), that was a core challenge in designing talent systems, facing the organization and among the senior management. The only solution to resolve the concern of attaining efficient talent management was by adopting fully-executable recruitment techniques. Regardless of a well-drawn practical plan on recruitment and selection as well as involvement of highly qualified management team, companies following recruitment processes may face significant obstacles in implementation. As such, theories of HRM can give insights in the most effective approaches to recruitment even though companies will have to employ their in house management skills for applying generic theories across particular organizational contexts. Work conducted by Silzer et al (2010) described that the primary objective of successful talent strategies is to create both a case as well as a blueprint for developing the talent strategies within a dynamic and highly intensive economy wherein acquisition, deployment and preservation of human capital-talent that matter, shape the competitive advantages and success of many companies

Cf. Cober et al (2000) According to the current research on the recruitment, the Web is increasing in use both as a source of applicants for organizations and as a job search device for individuals looking for employment. As many as 90% of large organizations in the United States have incorporated the Web in their current recruitment practices

7.RESULTS:

DEMOGRAPHIC FACTORS:

7.1 Age

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	25-29	22	16.9	16.9	16.9
	29-35	36	27.7	27.7	44.6
	35-45	44	33.8	33.8	78.5
	above 45	28	21.5	21.5	100.0
	Total	130	100.0	100.0	

7.2 Gender

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Male	61	46.9	46.9	46.9
	Female	69	53.1	53.1	100.0
	Total	130	100.0	100.0	

7.3 Year of Experience

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid 0-5 years	39	30.0	30.0	30.0
5-10 years	48	36.9	36.9	66.9
10-15 years	23	17.7	17.7	84.6
more than 15 years	20	15.4	15.4	100.0
Total	130	100.0	100.0	

7.4 Educational Qualification

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Graduate	39	30.0	30.0	30.0
Post graduate	50	38.5	38.5	68.5
P.hd&above	29	22.3	22.3	90.8
others	12	9.2	9.2	100.0
Total	130	100.0	100.0	

INFERENCE:

From the above tables and statistical tests, the relationship between demographic factors and employees with reference to private schools are observed under the following category of respondents.

- The majority of the age group observed in the data is between 35-45 years.
- Female employees are observed more in the data.
- Respondents mostly belongs to 5-10 years of Experience.
- Respondents belongs to Post graduates.

7.5 Chi Square test:

Relationship between Gender and their source of job vacancy

Gender * How did you get to know about this job vacancy? Crosstabulation

			How did you get to know about this job vacancy?				Total
			Advertisement	Consultant	personal	E-recruitment	
Gender	Male	Count	19	9	29	4	61
		Expected Count	17.8	9.9	29.6	3.8	61.0
	Female	Count	19	12	34	4	69
		Expected Count	20.2	11.1	33.4	4.2	69.0
Total		Count	38	21	63	8	130
		Expected Count	38.0	21.0	63.0	8.0	130.0

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	.334 ^a	3	.953
Likelihood Ratio	.335	3	.953
Linear-by-Linear Association	.051	1	.822
N of Valid Cases	130		

- a. 2 cells (25.0%) have expected count less than 5. The minimum expected count is 3.75.

Since H_0 is accepted .There is no significance difference between Gender and source of job vacancy

Relationship between Gender and working years of the candidate in their institution

Chi-Square Tests

	Value	df	Asymp. Sig. (2-sided)
Pearson Chi-Square	2.787 ^a	3	.426
Likelihood Ratio	2.868	3	.412
Linear-by-Linear Association	1.977	1	.160
N of Valid Cases	130		

a. 0 cells (.0%) have expected count less than 5.

The minimum expected count is 9.38.

Since H_0 is accepted, there is no significant difference between Gender and working years of the candidate.

8.CONCLUSION:

Recruitment and selection as being one of the major topics required by most of the institution. Hence the study helped in understanding the various aspects of recruitment and selection process. In Private schools the sources of recruitment is effective, the internal selection of the institution also in an economical means which also reduce the cost, only after looking the efficiency of the existing employee towards the institution, so that they will be selected.

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