

RECRUITMENT, SELECTION, INDUCTION & APPROVAL

Competent and technically sound full time faculty members are essential for any Institute for achieving and maintaining Quality of education and to achieve objectives of the organization in alignment with the individual growth. The institute strives to select most competent and suitable teaching faculty through unbiased and transparent selection process. The process is dictated by requirement and follows a fair procedure through open advertisement, Interaction on personal basis putting the potentials on the scale and matching it with the job function. The vacancy positions are filled either by the local selection committee on adhoc basis or by university appointed selection committee for regular appointment.

Recruitment & Selection Procedure Selection Procedure of Teachers Eligibility Criterion:

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (date). Faculty Members are recruited based on the qualifications prescribed by AICTE and University of Mumbai for various cadres. At present the following criteria are being followed, as per CONCOL/ICC/04 of 2012, dated 10th February 2012.

Selection Procedure

Mode 1 (University of Mumbai selection) is through the University of Mumbai selection procedure. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members:

- University of Mumbai approval for filling the post is obtained.
- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the University of Mumbai.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.

- Submission of recommendation report to university for approval.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on "Change in Staff" for university approval.
- On receipt of final approval, regularization of appointment is done.

Mode 2 is by **Ad hoc appointment** at institute level through **Local/Institute Level Selection Committee**. The Procedure followed is as below:

- Advertisement in leading Newspapers.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Interview by local selection committee.
- Issue offer of appointment letter to the selected candidate.

Non-Teaching Staff:

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- 1 Management Representative
- 2 Director
- 3 Respective Head of Department

The following procedure is adopted for selection of supporting staff-

- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Issue offer of Appointment to the selected candidate.

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