

IITM/FP/RP/01

## RECRUITMENT POLICY

### APPOINTMENT / RECRUITMENT / QUALIFICATIONS / ELIGIBILITY CONDITIONS FOR RECRUITMENT:

#### 1. General

This policy outlines the recruitment guidelines for the institutes, emphasizing its aim to initiate the employment process with the overarching goal of attracting, motivating and retaining exemplary faculty and staff. The Institute/ Society is an equal opportunity employer and uphold commitment to the highest standards of equal opportunity, extending from recruitment to employment, based on individual merit and commitment to the mission of imparting quality education.

#### 2. Terms of Appointment / Recruitment: -

- 2.1 All Appointments within the Institutions following the enactment of these Rules must adhere strictly to the stipulations outlined herein.
- 2.2 The minimum age requirement for appointment in any post within the Institutes is 18 years.
- 2.3 Qualifications and experience necessary for appointment to the various teaching positions within the Institutions shall align with the directives established by the Board of Management, in accordance with notifications issued by the GGSIPU, AICTE and UGC. For non-teaching staff, qualifications and experience will be governed by the Board of Management of the Institutions.
- 2.4 Prior to joining the Institute, candidates / employees are obliged to disclose any past case, / criminal records, litigation, or memberships.
- 2.5 No person shall be appointed to any position without the explicit satisfaction of the appointing authority that they possess the requisite minimum qualifications, experience and good character as per the norms. Before assuming the post, the Administration Department must cross-verify original and also verify the authenticity of degrees,

qualifications, and experience by directly seeking clarifications in writing from the relevant University.

- 2.6 A personal file is to be maintained for every staff member, both teaching and non-teaching, maintaining all pertinent papers, records and documents pertaining to their service at the Institute. In addition, a 'personal file/ service book' in the prescribed format is to be maintained by the Admin Branch. Self-details are to be provided by the employee and duly signed with date stamp. The file/service book shall encompass a comprehensive record of the employee's career history, including increments, promotions, rewards, penalties, and all other significant professional milestones. The file/service book shall also maintain leave accounts, indicating earned leaves, availed leaves and the leave balance, along with the entries duly authenticated by authorized personnel. Besides the service book, the 'Work Report of Teachers for Assessment' (format available in Admn. Office) must be completed by faculty members upon joining and retained in the personal file.
- 2.7 Employee are required to complete the Annual Performance Appraisal Report (APAR) as per the prescribed format, submitting it to the Admin office no later than October 31<sup>st</sup> every year. This report will be recorded by the competent authority for assessment of work and conduct by the Reviewing Authority/ Approving Authority.

3. **Vacancy and Cadre:** At the degree level technical institutions, the cadre structure for teachers shall encompass three designations—**Assistant Professor, Associate Professor, and Professor.**

### **Cadre Structure**

#### **Minimum Cadre Ratio**

- (i) The minimum cadre ratio of 1:2:6 shall be maintained for Professor: Associate Professor: Assistant Professor, respectively.
- (ii) The calculation of minimum faculty requirements or vacancy positions for an approved institute shall be based on faculty: student ratio prescribed by GGSIPU/AICTE/ UGC.
- (iii) Faculty: student ratio will be applied as per the established norms
- (iv) For the purposes of this cadre ratio, Assistant Professor, Assistant Professor (Senior Scale), and Assistant Professor (Selection Grade) shall be grouped together and referred to as Assistant Professors.
- (v) Similarly, Professors and Senior Professors will be grouped together and referred to as Professors.



- 3.1 The identification of vacancies, establishment of vacant positions at different levels, the occurrence date and manner of vacancies, and details of anticipated vacancies within the Institutes are contingent upon the norms set by Affiliating or Statutory Bodies.
- 3.2 Vacancies shall remain active throughout the duration of the course (program) and its affiliation for the academic year(s) through the affiliating body or based on post requirements and established norms.

#### **4 Modes of Recruitment: -**

*Recruitment to the various posts within the Institute may be undertaken through the following methods:*

##### **4.1 Direct Recruitment:**

- Direct Recruitment involves advertising in newspapers, website, or relevant platforms of social media followed by selection through a duly constituted Selection Committee.

##### **4.2 Promotion:**

- Promotion is governed by a duly constituted Internal Promotion Committee.

##### **4.3 Re-Employment:**

- Re-employment is carried out under the supervision of a duly nominated Review Committee.

##### **4.4 Contractual Appointment:**

- Contractual appointments are made upon approval by the approval of the Chairman of the Board of Management (BOM).

##### **4.5 Adhoc Appointment:**

- Adhoc appointments are made upon approval by the approval of the Chairman of the Board of Management (BOM).

##### **4.6 Appointment as Visiting / Guest Faculty / Consultant / Professor of Practice:**

- Appointments in these capacities are finalized with the approval of the Chairman of the Board of Management (BOM).

#### **4 A Composition of Selection Committee (Quorum of five):**

##### **For Direct Recruitment for Faculty Members:**

- Chairman of the Board of Management
- Member Secretary (Director of the Institute)
- Two Eminent Educationists in the Relevant Field of Subject
- One or two members from the Governing Body (MLSS)/ Representative nominated by GB



#### **4 B For Direct Recruitment for Non-Teaching Members:**

- (i) Chairman of the Board of Management
- (ii) Member Secretary (Director of the Institute)
- (iii) One or two members from the Governing Body (MLSS)/ Representative nominated by GB

#### **5 Qualifications and Eligibility**

##### **5.1 For Teaching Faculty: -**

*Recruitment for teaching faculty posts follows the criteria outlined below:*

##### **5.1.1 PROFESSOR**

###### ***Essential Qualifications:***

**As per UGC / AICTE / GGSIPU Guidelines & Mandate, wherever applicable.**

###### ***Desirable: -***

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and first class or equivalent at either Bachelor's or Master's level. Published work of high quality, actively engaged in research with evidence of published work with publications of books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience at the university/college level, with at least five years in a position comparable to Associate Professor. Additionally, experience in research at the university/national level institutions/industries, including mentorship experience of doctoral level, is preferred.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology-integrated teaching-learning methodologies.
- (iv) A minimum score meeting stipulated Academic Performance Index (API) as per the CAS regulations set by IITM.
- (v) Post-Ph.D. publications and experience in guiding Ph.D. Students are desirable.



### 5.1.2 ASSOCIATE PROFESSOR

***Essential Qualifications:***

**As per UGC / AICTE / GGSIPU Guidelines & Mandate, wherever applicable.**

***Desirable:***

- (i) Strong academic record with a Ph.D. Degree in the concerned/allied/relevant discipline.
- (ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale, wherever grading system is followed) by a recognized University for Non-AICTE Program. For AICTE-governed program, the requirement is 60% (or an equivalent grade in a point scale, wherever grading system is followed).
- (iii) A minimum of eight years of teaching experience, including at least two years of post-Ph.D. experience and/or research in an academic or research position equivalent to that of Assistant Professor in a university, college, accredited research institution, or industry. The period of Ph.D. research is excluded. Evidence of published work and a minimum of 5 publications, including books and/or research/policy papers, is expected.
- (iv) Contribution to educational innovation, design of new curricula and courses, and technology-integrated teaching-learning methodologies, along with a record of guiding doctoral candidates and research students.
- (v) At the Associate Professor level, at least 6 research publications in SCI journals or those approved by UGC /AICTE and at least 2 successful Ph.D. candidates guided as Supervisor / Co-supervisor up to the promotion eligibility date.

**OR**

At the Associate Professor level, at least 10 research publications in SCI journals or those approved by UGC/ AICTE up to the promotion eligibility date.

### 5.1.3 ASSISTANT PROFESSOR

***Essential Qualifications:***

**As per UGC / AICTE / NCTE Guidelines & Mandate, wherever applicable.**

The National Eligibility Test (NET) shall remain the minimum eligibility criterion for recruitment, where applicable. However, candidates who hold or have been awarded a Ph.D. in accordance with the UGC (Minimum Standards and Procedure for Award of Ph. D. Degree) Regulations,



2009/2016, will be exempted from the requirement of the minimum eligibility condition of NET for recruitment.

#### **5.1.4 DIRECTOR**

##### ***Essential Qualifications:***

**As per UGC / AICTE / GGSIPU Guidelines & Mandate, wherever applicable.**

##### **Desirable:**

- i. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and first class or equivalent at either Bachelor's or Master's level. Published work of high quality, actively engaged in research with evidence of published work with publications of books and/or research/policy papers.
- ii. Guided at least two successful Ph.D. candidates as a supervisor / co-supervisor and published a minimum of 8 research publications in SCI journals or those approved by UGC / AICTE.
- iii. A minimum of 15 years of experience in teaching/ research/ industry, with a minimum of 3 years at a position equivalent to that of a Professor.

**DISCLAIMER:** These recruitment rules and guidelines have been formulated for internal usage within MLSS. however, recommendations pertaining to the supervision and rectification of anomalies related to non-teaching staff, along with any revised recruitment rules for them, can be directed to the president of MLSS. the allotment of positions will adhere to the sanctioned capacities established by statutory bodies such as AICTE, GGSIPU, and MLSS, duly approved by the governing body.

