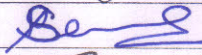
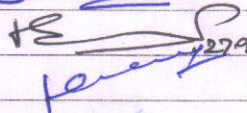


Standard Operating Procedure for Recruitment and Selection Process

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Reviewed by		

Registrar

AKHAR

1/27/13

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1. Definitions:

- ✓ Recruitment means the process of attracting, screening, and selecting a qualified person for a job.
- ✓ Management is defined as the organization and coordination of the activities of an enterprise in order to achieve defined objectives.

2. Purpose:

- To contribute to the growth of technical education by providing competent technical and experienced manpower with high ethical values.
- To create a talent pool of candidates to enable the selection of best candidates for the organization.
- To help increase the success rate of selection process by decreasing number of visibly under qualified or overqualified job applicants.
- To structure the Recruitment policy of the organization for different categories of employees.

3. Scope:

1. To provide a tool for the systematic recruitment process.
2. To analyze the recruitment policy of the organization.
3. To discover the sources of manpower to meet the requirements of the staffing schedule and to employ effective measures for attracting that manpower in adequate numbers to facilitate effective selection of an efficient workforce.
4. **Recruitment needs are of three types:**

a) PLANNED:

The needs arising in the organization and retirement policy.

b) ANTICIPATED:

Anticipated needs are those movements in personnel, which an organization can predict by studying trends in internal and external environment.

c) UNEXPECTED:

Resignation, deaths, accidents, illness give rise to unexpected needs.

4. Process of Recruitment:

- ★ The recruitment is the major function of the human resource department and recruitment process is the first step towards creating the competitive strength and the strategic advantage for the organizations.
- ★ Recruitment of all Cadres is based strictly on merit.
- ★ Recruitment process involves a systematic procedure from sourcing the candidates to arranging and conducting the interviews and requires many resources and time. A general recruitment process is as follows:
- ★ At college level there are mainly two types of cadres:

a) Teaching Staff

- ✓ USSC
- ✓ Ad-hoc/Contractual
- ✓ Temporary
- ✓ Visiting
- ✓ Part-time
- ✓ Honorary

b) Non-teaching Staff

A) Teaching Staff:

For technical engineering education, the number of teaching posts is related to the sanctioned strength of number of the students enrolled and presently the same is 1:15.

While doing so, the aspect of workload per subject as per the prevalent syllabus and the cadre based distribution of workload is also need to be considered.

Recruitment of Teaching Staff is based on the qualifications prescribed by AICTE and University of Mumbai for various cadres.

Amongst the recruited teaching posts the cadre based ratio of Professor: Assoc. Professor: Asst. Professor is to be maintained as 1:2:6 (looking at the current national scenario of dearth of senior faculty, it is difficult to maintain the cadre based ratio, however, total number of required faculty is always to be maintained.)

a. University Staff Selection Committee Procedure:

This procedure is carried out by the Institute as per the norms specified by University of Mumbai and AICTE.

b. Ad-hoc/Contractual Staff:

After completion of USSC procedure, the recruitment of ad-hoc/contractual teaching staff is carried out at Institute Level as follows:

- **Identifying the vacancy:**

The recruitment process begins with the human resource section receiving requisitions for recruitment from various departments of the Institute. The requisitions for forth-coming academic year from the respective departments through Principal should be submitted in the prescribed format to HR Section in the month of April of every year or as per the need.

These contain:

- Posts to be filled
 - Reason for filling
 - New/ Existing Posts to be filled
 - Number of staff
 - Qualifications required
- Preparing the job description and statement of course wise / subject wise and cadre wise strength of teaching staff.

- Preparing the advertisement and publishing of the same in leading newspapers after doing comparative statement of quotations.
 - Receiving applications in the specified format of the Institute through Email/By Hand/ By Post.
 - Scrutinizing all applications, further Short-listing and identifying the prospective employee with required characteristics.
 - Giving call to eligible candidates for attending interview.
 - Verification of all original qualification certificates and experience related testimonials, if any.
 - Arranging the class-room teaching demonstration and competency of the short-listed candidates.
 - Conducting the interview and decision making.
 - For ad-hoc recruitment Local Selection Committee will play the role and the constitution of the same is as below:
 - 1) Managing Trustee
 - 2) Principal
 - 3) Respective Head of the Department
 - 4) Subject Expert
- ★ The recruitment process is immediately followed by the selection process as follows:
- 1) Final interview, salary fixation and negotiation.
 - 2) Conveying the decision and the appointment formalities.
- ★ Salary Fixation for all the cadres is decided as per the norms specified by AICTE/UOM/UGC and Management of the Institute. The Management reserves the right to make any revision/alteration of the same in tune with the statutory bodies depending upon experience and excellence of the candidate.
- ★ The appointment of ad-hoc/contractual teacher is on 11 months basis or till the position is filled in by the approved teacher, whichever is less.

★ Other types of appointment of teaching staff:

a. Visiting

b. Temporary:

- Shall be made against the temporary post or in leave vacancy.
- Such appointment shall be for fixed tenure of particular work which normally should not exit two years, except in special circumstances such as research project for a period of an academic nature if permitted by the University.
- Teacher appointed on temporary basis may be considered as non-vacational staff.

c. Part-time

d. Honorary

B) Non-teaching Staff:

Normally, the strength of non-teaching staff including the Administrative, Technical Supporting Staff and the Class IV staff is three times the sanctioned strength of teaching staff. However, addition or deletion in the strength of non-teaching staff may be done based on the specific requirement of the college.

The process of recruitment of non-teaching staff to be carried out same as mentioned above of Ad-hoc Teaching Staff.

Requirement of non-teaching staff depends upon the actual work-load of the respective department.

For recruitment of non-teaching staff, Local Selection Committee will play the role and the constitution of the same is as below:

- 1) Managing Trustee
- 2) Principal
- 3) Registrar
- 4) Respective Head of the Department

5. Responsibility:

The responsible persons for the recruitment and selection process are as follows:

- a) Principal
- b) Registrar
- c) Heads of all the respective departments
- d) HR Section

6. Format:

Requisition from each respective department should be submitted to HR Section through Principal as per the format given below:

	Deptt. _____
a) Total requirement for the subject/ discipline as per the norms of AICTE	:
b) Total work-load of the existing staff	:
c) Existing Staff Cadre-wise (USSC Approved/ Ad-hoc)	:
d) Balance Work-load	:
e) Required nos. of staff	:
_____ Sign of HoD	_____ Remarks by Principal