



MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 15

Title: PROCEDURE FOR FACULTY RECRUITMENT

Date of Issue: 08.09.2021

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1. PURPOSE

This document defines the open and transparent recruitment process of MBCET for appointing teaching faculty through competitive selection. A strategic priority of MBCET is to consistently recruit high quality staff. A merit based selection process (administered by a Selection Committee) is adopted to maximize the probability of selecting the best candidate without unlawful discrimination.

2. SELECTION PROCEDURE

a. Selection Committee

The Selection Committee comprises:

- Bursar
- Principal
- Dean (Academics)
- Dean (Administration)
- Head of Department - concerned
- A Technical Expert on the specialization

b. Advertising for the post

Towards the end of each semester, the HODs review the departmental faculty work load for the coming AY. The HODs consolidate the work load and evaluate the number of teaching staff required to manage the duties of teaching, lab classes and other administrative work of the department. If there is a staff shortage, the HOD informs the Principal about the requirement for recruiting new hires. The Principal consolidates various departmental, administrative and other staff requirements.

The above requisitions are scrutinized by the Bursar, Principal, Dean (Admn), respective HODs and approved accordingly.

Advertisements are released in leading newspapers/stand advertisements/peer to peer information sharing and also published in the College website specifying the expected qualification, experience and job profile based on the vacancy. Bursar/Principal approves these advertisements before they are released to the press.

All applications received are numbered and filed with dated initials of the Principal/Bursar.

c. The Recruitment Process

i. Short Listing

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Name: Dr. Abraham T. Mathew
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Assessing the received applications is the first step in identifying the competitive applicants. Preliminary shortlisting of the applications received is done at the Department level by a committee headed by the HOD and a final level shortlisting by an Institute level Committee. The list of short listed candidates is forwarded to the office, for approval and further proceedings.

Criteria for shortlisting candidates:

A Department level screening committee consisting of two faculty members headed by the HOD will screen / shortlist the candidates for interview based on the following criteria:

- 1) Graduation (UG) and Post-Graduation (PG) from Government and reputed private institutions.
 - 2) Percentage of marks in UG & PG
 - 4) Teaching and Industrial experience
 - 5) Research experience and publications in peer-reviewed or UGC listed journals
 - 5) Additional qualifications like Ph.D., MBA etc
 - 6) Requirement of faculty experience/specialization in the concerned Department
 - 7) Place of residence – Those residing at Thiruvananthapuram/in and around Thiruvananthapuram/planning to relocate to Thiruvananthapuram are given preference.
- The selection of candidates during the application screening process shall not have any weightage/credit/merit during interview of the candidates by the selection committee.

ii. The Interview

The shortlisted candidates are called for an interview through an intimation over phone/email. The interview primarily seeks to explore the claims made in the application forms submitted by the candidate and to assess technical knowledge, verbal communication, interpersonal skills and teaching qualities. The selection committee selects the candidates based on the following factors:
a. Subject knowledge, b. Teaching skills, c. Communication skills, d. Research experience e. General knowledge f. Overall performance.

The applicants are ranked based on their performance in the interview.

iii. The Final Decision Making and Preparation of Selection Report

The minutes of the Committee is drawn showing the list of selected candidates in the order of merit. The process will be transparent. There is no obligation to appoint any candidate if it is found that there are no suitable quality applicants. In such a situation, **the position will be re-advertised and a new search process will be initiated.**

iv. Finalizing the Selection Report

The Minutes will be sent for approval by the Management before engaging a new faculty.

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Offer letters will be issued to the candidates based on the faculty requirement in the corresponding Department. The appointment will be based on the extant rules of the Institution and shall be subject to revision from time to time.

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