	MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

INSTITUTIONAL POLICIES

Policy No. 15	**Title: FACULTY RECRUITMENT POLICY**
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1. PURPOSE

This document defines the open and transparent recruitment process of MBCET for appointing faculty members through competitive selection. A strategic priority of MBCET is to consistently recruit high quality faculty. 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:
   - Director
   - Bursar
   - Principal
   - External Member
   - Dean (Academics)-PG
   - Dean (Administration)
   - Head of Department - concerned
   - A Technical Internal Expert on the area of specialization

b. **Advertising for the post**
   The HoDs shall prepare the Department Faculty Workload for both Odd and Even Semesters, 2 months before the commencement of the upcoming semester. The Department Faculty Workload, shall be submitted to the Dean (Administration) by Heads of Departments. Dean (Admin) verifies the workload submitted by the HoDs and ensures that it is aligned with AICTE guidelines. Additional Responsibilities entrusted (HoDs, Deans, CoE, IQAC Co-ordinator, etc.) are also taken into consideration. Following this, it is further reviewed by the Principal if required. Subsequently, the request for vacancies made by the HoDs is verified by the Principal and reported to the management. Upon approval from the management, advertisements for the vacant positions are published.

   Advertisements (approved by Director and Principal) are then disseminated through prominent newspapers/peer-to-peer information sharing/college website. These advertisements outline the desired qualifications, experience, and job responsibilities associated with the vacancies.

   All received applications are filed at the Principal/Director's office.

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c. The Recruitment Process

i. Short Listing

The initial stage of identifying competitive applicants involves evaluating the received applications. At the department level, a **Department level Assessment Committee** led by the HoD conducts the preliminary shortlisting of applications, as per the following criteria. The list of shortlisted candidates is then submitted to the Principal's office for approval and subsequent actions.

Criteria for shortlisting candidates:

Evaluation by a Department level Screening Committee

A Department level Screening Committee consisting of (1) HoD (2) AHoD (3) Senior Faculty Member (Professor) will screen / shortlist the candidates for interview based on **Sixth Central Pay Commission (CPC) AICTE norms (F. No. 37-3/Legal/AICTE/2012)** and the following criteria:

1) Graduation (UG) and Post-Graduation (PG) from Government/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

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. The shortlisted candidates will be called for interview through intimation over phone/email from the College Office.

ii. The Interview

The ultimate selection process by an **Institute level Selection Committee,** consisting of the following members as mentioned in 2.a**.** 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 attitude & performance.

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

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iii. Preparation of Selection Report

The minutes of the meeting is prepared 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 Director before engaging a new faculty. Post approval from the management, the final approved list is forwarded to the College Office. Offer letters specifying terms, salary, and joining date 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.

3. POLICY HISTORY

Version/Date	Prepared by	Approved by	Remarks
V1.0/			
V2.0/			

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