

FACULTY SELECTION PROCEDURE

A) Faculty Requirement

The HODs shall prepare the department faculty work load as per the ACTE guidelines for the coming academic year (both odd and even semesters) before one month of odd/even semester. Relevant details used to arrive at the department faculty workload shall be attached and explained. The Principal will scrutinize the department faculty workload and after necessary modifications, if required, will be submitted to the Director to get it approved by the Chairman.

B) Recruitment Procedure

Notification, Recruitment & Selection

- a. Vacancies arising from time to time shall, as required, be notified in the leading newspapers as decided by the Management. The advertisement shall specify the minimum qualifications and other requirements for the post(s) subject to meeting the norms prescribed by AICTE or other competent authority.
- b. A part from this, there shall be a regular notification on the institutional web site inviting applications for faculty positions, and applications received against this notification shall also be considered based on need.
- c. The screening and short listing of candidates for interview shall be done by the Head of the Department and selection committee as constituted by the management from time to time.
- d. As M.Tech is the basic qualification for teaching as per AICTE norms any teaching/ industry/ research experience prior to obtaining M.Tech will not be considered as relevant experience for teaching post of Assistant / Associate/ Professor for external candidates in the case of direct recruitment. However, such teaching experience in any reputed institutions would be considered at the time of direct recruitment.
- e. Teaching Experience- Faculty member who teaches full time in AICTE/ UGC recognized institution in one full academic year would be considered as having one year of teaching experience. Part-time/ guest/ ad-hoc/ contract teaching experience will not be considered for teaching experience.
- f. Industry Experience-Candidates with relevant experience in their area of specialization from reputed firms will be considered in the ratio 2:1 ie. 2 years of industry experience will be treated as 1 year of teaching experience.
- g. Research Experience-The period of work of full time doctoral work will be counted for increment purposes at the level of an Assistant Professor whereas it will not be considered for service and increment at the level of an Associate Professor at the time of direct recruitment.
- h. Study Leave-The period of study leave of a faculty who has gone on FIP/QIP can be treated as Service paid in our institution, but it would be considered for salary increment purpose only. This shall not be considered as Experience which is necessary for acquiring the qualifications for direct recruitment.
- i. The Interview Board shall consist of the Chairman - Carmel Institutions, Principal, Director, Professor as nominated by the Principal (subject expert) and preferably one external subject expert.
- j. Selection of candidates shall be on merit and suitability as decided by the Interview Board and a rank list of suitable candidates shall be prepared based on merit.

- k. The Interview Board/Selection Committee shall recommend the designation and pay scale / pay range of the selected candidate.
- l. Offer letters signed by the Chairman shall be issued to selected candidates for acceptance.
- m. If the candidate accepts the offer, the appointment order signed by the principal shall be issued forth with.
- n. If any meritorious candidate applies for any post, even with-out a notification by the College, the management is free to consider his candidature for suitable post.

C) Composition of the selection committee

- 1. Chairman of the Institution
- 2. Secretary of the Institution
- 3. University Nominee
- 4. 2 subject Experts
- 5. Principal of the Institution

D) Qualification for Appointment to Faculty

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For Engineering disciplines: B.E/B.Tech and M.E/M.Tech or equivalent in relevant branch with first class or equivalent either in B.E/B.Tech or M.E/M.Tech. For Sciences & Humanities: M.Sc/M.A with first class or equivalent Desirable:NET	Nil
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 5 years of experience in Teaching/research/industry of which 2 years post PhD experience and is desirable.
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10yearsteaching/research /industrial experience of which atleast 5 years should be at the level of Associate Professor. Or Minimum of 13 years of experience in teaching and/ or Research and/or Research and /or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/ patents record shall be required as deemed fit by the expert members of the Selection committee.

E) MINIMUM ACADEMIC PERFORMANCE INDICATOR REQUIRED FOR DIRECT RECRUITMENT

	Assistant Professor	Associate Professor	Professor
Research Contribution (Only publications in SCI journals will be considered)	—	300 (consolidated)	400 (consolidated)