



Model Institute of Engineering & Technology (Autonomous)

Faculty Recruitment Policy

2021-26

TABLE OF CONTENTS

1. OBJECTIVE | PAGE2
2. APPLICABILITY | PAGE2
3. PROCESS | PAGE2

OBJECTIVE

The strength of an institution depends on the competence and quality of its human resources. The objective of the faculty recruitment policy at MIET is to ensure a systematic recruitment process in identifying and hiring the best qualified faculty for all academic positions to ensure institutional sustainability and growth. Further, the MIET recruitment policy affirms to be equal-opportunity, inclusive, unbiased and ensure diversity to the extent possible while ensuring meritocracy.

APPLICABILITY

This policy is applicable for recruitment of new faculty members in the institution.

PROCESS

This comprehensive policy ensures that the recruitment process for sanctioned posts follows the outlined process, with the necessary checks and balances, resulting in final validation by the Governing Body of the institution. The process aims to maintain transparency, fairness, and alignment with organizational objectives throughout the hiring process, ensuring the selection of the most qualified and suitable candidates for the role. The stepwise selection process is outlined below:

Governing Body Approval: The Governing body formally sanctions the faculty positions to be created and filled. The sanctioned posts are created as per the guidelines of faculty student ratios prescribed by the regulatory bodies such as AICTE, BCI and UGC or other statutory bodies as applicable from time to time. The Governing Body also approves the names of external and internal experts to serve on the faculty selection committees for various programs/departments, which is then formally notified by the Chairperson of the institution. This step is foundational, laying the groundwork for subsequent recruitment processes.

Advertisement: Once the sanctioned post receives approval, the establishment section initiates recruitment by publishing an official job advertisement in leading newspapers and job portals. This advertisement details the positions, departments and necessary qualifications as per AICTE/UGC/BCI/Other guidelines and instructions for applying.


Scrutiny of Applications by Establishment Section: Received applications undergo meticulous scrutiny by the Establishment section to ensure candidates meet specified qualifications, eligibility conditions and any other criteria outlined in the job advertisement for specific positions.

Internal Selection Committee: To meet emergent faculty requirements an internal committee, comprising the Director, MIET and senior faculty members, as approved by the Chairperson of the institution, convenes to review shortlisted candidates. Interviews are conducted in adherence to the guidelines by regulatory bodies to identify the most suitable candidates for different positions. Subsequently, appointment letters are issued to the selected candidates for appointment on adhoc basis, pending final selection by duly constituted selection committee approved by the Governing Body.

Selection Committees: The establishment section is responsible for conducting the selection committee interviews for regular appointments to fill the various faculty positions in different departments. The selection committee considers both external candidates and any internal candidates which may be working on adhoc basis in the institution. The selection committee recommends the final list of selected candidates along with a waiting list if required. The minutes of the selection committee are prepared by the establishment section of the institution and circulated among all the members, post their formal approval.

Governing Body Approval: The details of the recommended candidates from the selection committees are presented to the Governing body for final approval. This step ensures alignment with the organization's goals and objectives, providing statutory validation for the appointments.

Special Appointments: The Chairperson of the institution is authorized to appoint Distinguished Professors, Chair Professors, Visiting Professors, Professor Emeritus, Professors-of-Practice, Adjunct Faculty and other special purpose appointments as per the rules in vogue and obtain the post-facto approval of the Governing Body.

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