RECRUITMENT POLICY

Prepared by:

Internal Quality Assurance Cell (IQAC)

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Approved by AICTE, Affiliated to M D University Rohtak, recognized under section 2(f) of UGC Act, 1956

CamScanner

Recruitment Policies

And

Faculty Norms prescribed by AICTE/UGC/MD University, Rohtak

Ganga Institute of Technology and Management, Kablana (Jhajjar)

Faculty

a) Faculty of the Institute mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the Institute as per norms of the Board of Governors of Ganga Institute of Technology and Management

b) A Faculty of the Institute shall be a whole-time salaried employee of the Institute and shall devote his / her whole-time to the Institute and does not include honorary, visiting, part-time and ad-hoc teachers.

Policy for new appointment of Faculty:

a) The Institute advertises vacant posts in newspapers as per guidelines of M D University Rohtak, the affiliating body of the Institute.
b) The advertisement and qualification as prescribed by statutory body is displayed on the Notice Boards and Institute website for information to all the stake holders and also for the faculty already engaged in the Institute for their approval from M D University, Rohtak.
c) The candidates are provided 21 days time to apply against the advertisement to the Chairman of the Institute and also to Dean Colleges Development Council, M D University Rohtak as per regulations prescribed by the affiliating body.

Interview and Selection Procedure:

a) The appointment of Faculty is made by the selection committee constituted by the BOG as per qualification laid down by State Government/AICTE/UGC/M D University Rohtak guidelines in pursuance to the judgment dated 31.10.2002 in TMA PAI foundation case by Honorable supreme court of India and interim policy regulations of AICTE notified vide notification No.770-773/Engg. Dated 21.04.2003.
b) The Institute then demands the list of candidates from the University and the candidates who have applied for the posts as advertised at both places are called for interview and proceedings and selection procedure is completed.

CamScanner

c) **Selection Committee:**

The Selection Committee for the post of Assistant Professor/Associate Professor and Professor in Self Finance Institutes as per TMA PAI foundation case by Honorable Supreme Court of India and interim policy regulations of AICTE notified vide notification No.770-773/Engg. Dated 21.04.2003 shall have the following composition:

1) **Chairperson** of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2) **The Director** of the Institute as Member Secretary
3) **Three subject experts** not below the level of Professor in the relevant discipline. An Associate Professor may be included as an expert if Professor is not available.

d) **Submission of Documents:**

After the completion of Selection Procedure the selected candidates are allowed to join and the selected individual should submit their academic credentials with the HR Department like 10^{th}, 12^{th}, UG, PG, Ph.D experience letter and any other certificates as per requirements. In addition to the above following documents are also to be submitted:

1) Copies of appointment order, relieving and salary certificate of previous employer.
2) Copies of all experience certificates.
3) 6-passport size photographs
4) PAN Card, Aadhar Card.

The candidates have to submit the joining report in the HR Department along with the documents as mentioned above.

RELIEVING/RESIGNATION/TERMINATION:

Resignation will not be accepted during the academic session. It may be submitted on the last working day of the academic year except exceptional cases.

Staff member recruited will be on probation for a period of one year. During this period if a staff member wants to resign or the authorities like to terminate his/her services, one month notice should be given from either side.

Probation period is deemed to be over after the period of one year, unless otherwise extended or reduced by the management. After the probation period, if any faculty wants to resign one month notice should be given from either side or equivalent salary should be paid in lieu of notice period.

The Management reserves the right to waive-off / reduce the notice period

CamScanner

Leave Rules:

The leaves shall be admissible to employees of the Ganga Institute of Technology and Management, Kablana as per the leave policy of the Institute.

Note:-

The faculty and staff are entitled for the various Welfare Schemes as per the Institute policies such as Research Promotion Policy, Staff Welfare Policy etc.

Promotion Policy

A Faculty is promoted as per existing norms of AICTE/UGC Norms. The entry level qualification and norms are appended below.

- **Assistant Professor (Engineering & Technology):** The qualifications for the post of Assistant Professor at entry level in Engineering and Technology B.E/B.Tech and M.E/M.Tech in relevant Branch with first class or equivalent either in B.E/B.Tech or M.E/M.Tech.
- **Assistant Professor (MBA):** First Class or Equivalent in Master Degree in Business Administration or equivalent and two years relevant experience is desirable.
- **Assistant Professor (MCA):**BE / B.Tech and ME / M. Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/ M.Tech.

OR

BE/ B.Tech and MCA with First class or equivalent in either BE / B.Tech or MCA

OR

MCA with first class or equivalent with two years relevant experience

Promotion to the Post of Associate Professor and Professor for Engineering & Technology, MBA and MCA are appended below.

Associate Professor (Engineering & Technology):

Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

Professor:

Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.

Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor.

CamScanner

Or

Minimum of 13 years experience in teaching and/Research/Industry.

In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.

Associate Professor (MBA):

Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.

Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.

Professor (MBA):

Qualifications as above that are for the post of Associate Professor, applicable.

Post PhD publications and guiding PhD students is highly desirable.

Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor.

OR

Minimum of 13 years experience in teaching and / or Research and /or Industry.

In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

Associate Professor (MCA):

Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable.

CamScanner

In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

Professor (MCA):

Qualifications as above that are for the post of Associate Professor, applicable.

Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor.

OR

Minimum of 13 years experience in teaching and / or Research and /or Industry.

In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

The candidates acquiring the above qualification/eligibility criterion are promoted to the next level of designation i.e. to the post of Associate Professor and Professor depending on the availability of sanctioned post as per university norms and the selection criterion.

The eligible faculty who wishes to be considered for promotion should submit in writing in the prescribed Performa as evolved by the Institute duly supported by all credentials to the Director of the Institute, within three months in advance of the due date, that he / she fulfils all requisite qualifications.

Prepared by:
Coordinator –IQAC

Approved/ Not approved
Director
DIRECTOR
Ganga Institute of Technology and Management
Kablana, Jhajjar

CamScanner