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MVIT – RECRUITMENT POLICY

Approved in the Governing body meeting held on 21stAugust2024

(Updated in 2024)

PREFACE

1. Recruitment of Faculty Members

1.1. Cadre structure for Teaching Staff**:**

  i. *Principal*

  ii. *Professors*

  iii. *Associate Professors*

  iv. *Assistant Professor*

  v. *Librarian*

  vi. *Director*

  vii. *Physical Education*

1.2. Qualifications

- Faculties are recruited based on the qualifications prescribed by the AICTE

- AICTE Norms for the Technical Institutions as per Notification F.No.91-1/RIFD/7th CPC/2016-17 for Engineering & Technology and MBA program.

Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts

Degree Level Technical Institutions (BE./B.Tech.)

Sl. No	Cadre	*Qualifications & Experience*	*Qualifications & Experience for Candidates from industry*
1	**Assistant Professor**	*B. E. / B. Tech. / B. S. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.*	
2	**Associate Professor**	*Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND* *At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.*	*Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.*

3	**Professor**	*Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.* *AND* *At least 6 research publications at the level of Associate Professor in SCI journals / UGC /* *AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co- supervisor till the date of eligibility of promotion.* *OR* *At least 10 research publications at the level of Associate Professor in SCI journals / UGC /* *AICTE approved list of journals till the date of eligibility of promotion.*	*Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.*
4	**Principal /** **Head of the** **Institute**	*Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch* *At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.*	*Minimum 15 years of experience in teaching / research / industry, out of which at least 3 years shall be at the post equivalent to that of Professor.*
5	**Librarian**	*Master's Degree in Library/ Information Science Documentation or an equivalent Professional Degree with at least60% marks at Bachelor's or Master's Level*	*Experience in Computerization, well versed with systems procedure for a period of at*
6	**Director/** **Directress of** **Physical**	*A Master's Degree in Physical Education/ Master's Degree in Sports with at least 60% marks at Bachelor's / Master Level*	*Represented the University / College at Inter University level.*

MBA (MASTER OF BUSINESS ADMINISTRATION)

Programme	Cadre	Qualification	Experience
MBA	Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.	
	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.
	Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Cosupervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor.

1.3 Mode of Selection of Faculty

Direct recruitment to all cadres are strictly based on merit. Invariably, in all cases the following procedures are followed:

❖ Advertisements are made in leading newspapers and Job portals.

- ❖ Applications are scrutinized after the stipulated last date.
- ❖ Selection Committee constituted as per AICTE *University norms.
- ❖ Call letters for interviews are sent to candidates indicating   location, date and time for interview.
- ❖ Selection committee shortlists the candidates for appointment.
- ❖ Letters of appointment are issued to selected candidates, based on norms and requirement Sometimes depending on emergency / contingencies, ad-hoc appointment are also made on contract basis for specified periods, but later ratified by the Governing Body of our Institute.

1.4. Composition of Selection Committee

The Selection Committee would be constituted with the following members

- ❖ Chairman / Managing Director
- ❖ Principal
- ❖ Head of the Department concerned
- ❖ Expert Member

(Nominated by AICTE /University)

2. Recruitment of Non – Teaching Staff

Cadre / Position	Description
Staff	*Administrative Officer / Manager / Accountant / Cashier / System Administrator / Data Entry Operator / Hostel Supervisor / Store in charge.*
Supporting Staff	*Asst. Librarian, Senior Assistant, Steno /Computer Programmer*
Junior Staff	*Junior Asst. / Data Entry Operator / House Keeping/ Supervisor / Telephone Operator / Photocopy / Machine Operator / Record Asst.*
Technical	*Lab Asst. / Lab Technician*
General Staff	*Works Supervisor / Electrician / Mechanic / Welder/ Plumber / Driver*
Non– Skilled Staff	*Duplicating / Xerox operators / Record Asst Sweeper / Scavenger*

2.1. Qualifications for Non-Teaching Staff

Cadre / Position	Qualifications	Experience
Administrative Officer	Master's Degree from any recognized University in Education, Law, Literature, Commerce, Business, Management etc,	At least 15 years' experience in a responsible administration position preferably with working knowledge of an Academic set up, with computer knowledge
Accountant	A Bachelor's or Master's Degree in Commerce, lCWAI, A.C.S.etc.	At least 10 years' experience in a responsible post in a Financial Institution preferably with knowledge of budgeting in an academic back ground. Exposure to computing system
System Admin.	A Bachelor's Degree / Diploma with knowledge in Hardware, OS Installation, Networking, Configuration, etc.	At least 5 years' experience as a computer system analyst, Able to do all trouble shooting & exposed to a variety of software & managing various staff.
Data Entry Operator	A Bachelor's Degree or equivalent knowledge of MS office	At least 2 years' experience in a recognized academic institute
Junior Assistant	A Bachelor's Degree or equivalent knowledge of MS office	At least 2 years' experience in a recognized academic institute
Laboratory Instructor (Engg.)	First class Diploma in the subject concerned.	At least 2 years' experience in a recognized academic institute
Laboratory Technician / Electrician / Plumber/	A certificate from ITI in the equivalenttrade	At least 2 years' experience in the trade desirable.
Driver	Xth Std. with appropriate valid professional driving license.	2 years' experience as driver for college bus at least 10 yrs. experience with Heavy Vehicle
Attender	Xth Std. Able to drive a moped and use a bicycle	Experience is not a mandatory one

2.2. Mode of selection of non – teaching staff:

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the shortlisted candidates will be called for personal interview. The selection Committee consists of some or all of the following:

1. Chairman and Managing Director
2. Vice Chairman / Secretary
3. Principal
4. Subject Experts (University Nominees)
5. HOD Concerned

All appointments (Faculty/ Staff) made after selection are forwarded to the Chairman and ratified by the college Governing Council.

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MIT-Manakula Vinayagar
Institute of Technology