



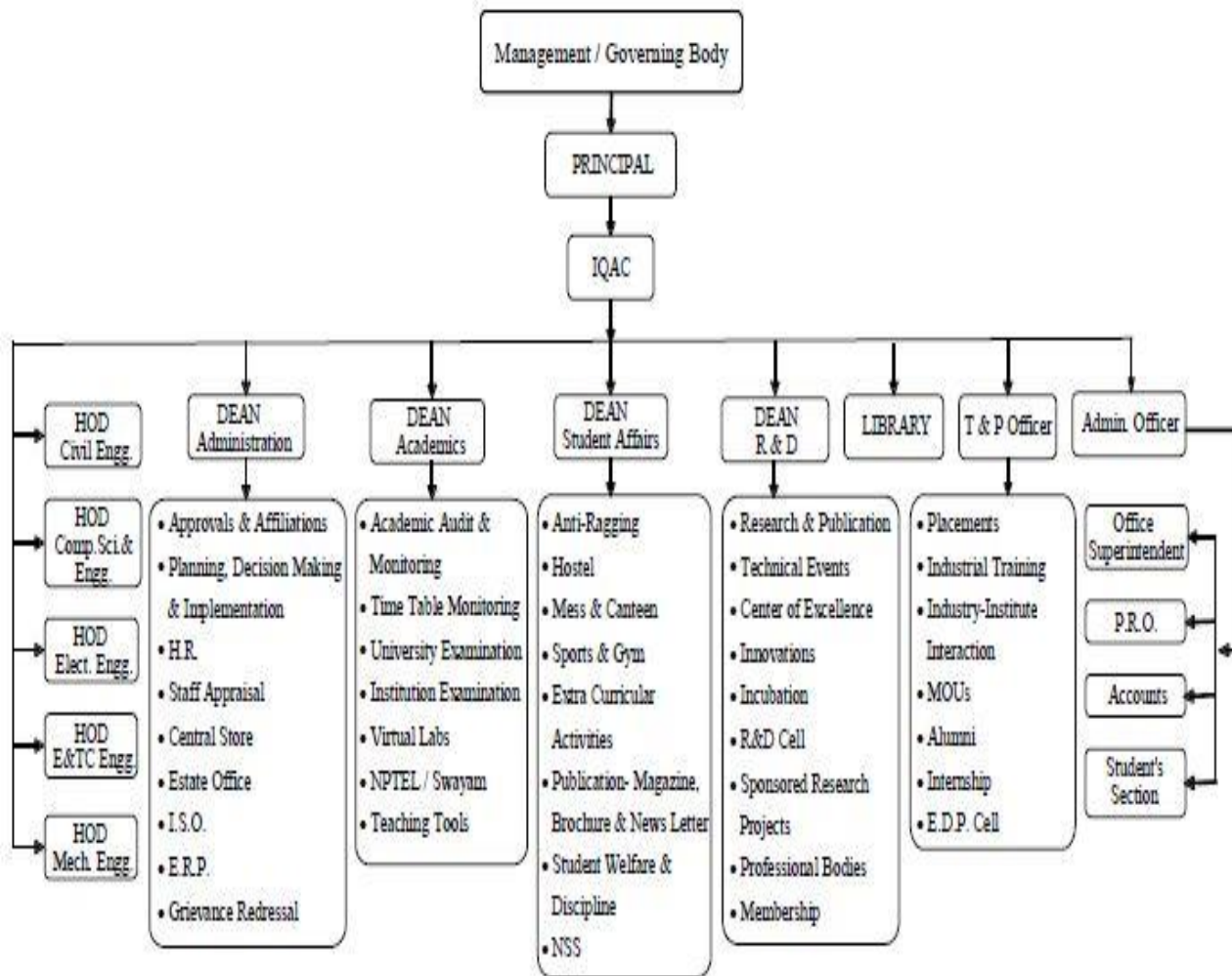
# INSTITUTE OF ENGINEERING & TECHNOLOGY, SOLAPUR

72/2 B, Pratapnagar, Soregaon-Dongaon Road, Soregaon, Solapur - 413004

Phone: 8380030555 Fax: (0217)- 2341655,

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## Organisation Chart of the Institution:





NAAC Accredited & ISO 9001 – 2015 Certified

VIDYA VIKAS PRATISHTHAN

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### Report On Recruitment, Service Rules And Policies

#### **Recruitment:**

##### **1. Appointments:**

The management/Principal is the competent authority to appoint any employee based on the recommendations of the selection board.

##### **2. Qualifications:**

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/State Government/University norms in respect of Non-Teaching Staff.

##### **3. Selection:**

1. Selection shall be through open advertisement. AICTE and University guidelines will be followed for recruitment of staff.

- Workload from Departments
- Cadre wise requirement as per AICTE
- Calling for applications/walk-in-interviews through advertisement and website
- Selection committee which includes external/internal subject experts
- Scrutiny of applications
- Issue of appointment letters
- Ratification by Governing Body

2. The committee for Staff selection shall have the following members

- Chairman
- Principal
- HOD of the Department
- Subject Experts
- Invitees

3. The Management/ Governing Body may in special circumstances appoint qualified persons by invitation/deputation/contract basis year after year up to a maximum of Five years.

4. The selections will be presented to the Governing Body for approval. The selected candidates who join the duty may have to satisfy the university's norms.

5. When an employee joins the college, a personal file shall be opened with

- Application with photo
- Joining report
- Certificates of qualification and experience

6. The following shall also be maintained in the same file

- Higher qualifications details, if acquire during service
- Research publications
- Professional body membership details.



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#### 4. Sponsorship

- The college is sanctions study leaves for higher studies with payment
- Teaching and Non-teaching faculty is sponsored to seminars/workshops/conferences with registration fee and travelling allowance. The duty leave is given for participants those who attends seminars/workshops/conferences
- To encourage faculty to become members of professional bodies like IEEE/ISTE/AIME/IEI giving some weightage in the evaluation of self appraisal of teaching faculty. Every teacher is expected to become a member of a society concerning his branch.

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