



Policy Document

Recruitment, Service Rules and Promotional Policy for Teaching and Nonteaching Staff

Recruitment policy and service rules are framed by the management for the effective administration and smooth functioning of the institute.

Part - I: Recruitment Policy

A. The Process of recruitment of faculties by University Selection Committee

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/UGC/SPPU.
2. The approval of posts is obtained from approval section and also from reservation Cell of Savitribai Phule Pune University (SPPU) and state government reservation cell.
3. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
4. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
5. Applications also invited from -
 - a) SPPU employment exchange cell
 - b) Tribal office of the state government
 - c) Various backward class cells as directed by SPPU
 - d) Maharojgar cell of state government
6. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.
7. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.
8. Selection Committee is obtained from SPPU.



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9. After coordinating with Selection Committee members the dates of interview are finalized.
10. The shortlisted candidates are intimated minimum 15 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.
11. On the day of interview, original document verification is carried out before candidates attend the Interview.
12. Interview of Eligible candidates is carried out by Selection Committee appointed by SPPU and selection report is submitted within 72 hours to SPPU as per University rules.
13. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.
14. The reports of selection committee along with the required documents are submitted to approval section of SPPU.

B. The Process of recruitment of faculties by Local Selection Committee

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need, the requirement of faculties is calculated considering Student Teacher ratio /Cadre ratio as per the norms laid down by AICTE/UGC/SPPU.
2. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
3. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
4. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.



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5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.
6. Selection Committee is formed by Principal and Management with two subject experts of other institutes which are on the University Panel.
7. After coordinating with Selection Committee members the dates of interview are finalized.
8. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
9. On the day of interview, original document verification is carried out before candidates attend the Interview.
10. Interview of Eligible candidates is carried out by Local Selection Committee.
11. The reports of selection committee along with the required documents are submitted to approval section of SPPU. In case of local selection, candidates, the approval is given by the SPPU for one academic year.
12. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.
2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at college level by an internal committee consisting of senior faculties, HOD and Principal. The selected candidates are recommended for further approval from management.



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3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.

D. The Process of recruitment of Technical/Non-Teaching staff

1. The requirement and availability of technical and non-teaching staff is reviewed as and when required.
2. The advertisement is published in leading newspapers and applications are invited in specific format (to be made available physically on institute website) within the stipulated time.
3. After stipulated number of days, the received applications are sorted and a summary is prepared.
4. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.
5. Selection Committee is formed by Principal and Management with subject expert and head of department.
6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
7. On the day of interview, original document verification is carried out before candidates attend the Interview.
8. Interview of eligible candidates is carried out by the Committee.
9. The reports of selection committee along with the required documents are submitted to Principal and Management.
10. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate need to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.



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Part - II: Service Rules for teaching and non-teaching staff as applicable

The services of employees are governed by the Maharashtra Universities Act, 1994, Statutes, Code of Conduct, Ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government, Marathwada Mitra Mandal from time to time.

1. For the staff selected from University Selection Committee, appointment is on full-time basis on probation for a period of two year from the date of joining and one year for candidates selected from Local Selection Committee. During this period, if the performance is not satisfactory, the probation period can be further extended or services may be discontinued.
2. The pay scale and other allowances such as dearness allowance, house rent allowance, transport allowance, CLA and the benefit of Employees provident Fund is given as per the norms to UGC selected candidates and for local selection candidates payment and other benefits is given as decided at the time of interview.
3. Staff has to qualify the NET/SET or similar test (as the case may be) in stipulated time period laid down by the SPPU/State Government/UGC as the case may be.
Staff shall have to acquire higher qualifications as prescribed by the AICTE / University / State Govt. within the stipulated period as the case may be.
4. The appointment is subject to the availability of minimum number of students and the workload prescribed for the post.
5. The examination work assigned by the College/University from time to time is mandatory on the staff.
6. Staff shall produce the original documents at the time of joining the duties for verification along-with true copies of relevant documents such as birth date certificate, marksheets, experience certificate, degree certificate, relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name etc. as the case may be / whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.



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7. Staff is required to give the correct mailing address at the time of joining the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by the Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by staff.
8. Service books are maintained for all staff
9. Staff will not conduct in any private tuitions or private coaching classes.
10. Staff will not undertake any other job paid full-time, part-time or otherwise, during the continuance of service, without the permission of the Management.
11. Staff will not undertake any testing, consultancy or R&D work without the prior approval of the Management.
12. Staff will not register for any degree/diploma/certificate or other course without the prior permission of the Management. If permitted, staff will follow all the rules and regulations.
13. The services of staff can be transferred to other Department / College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Staff may be required to travel on official duties as and when needed.
14. If staff found absent continuously for more than thirty days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the Competent Authority/Management as the case may be. During the period of service, staff shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students. In such case, appointment may be terminated immediately and necessary legal actions may be initiated.
15. Staff is required to be sincere, loyal and committed towards responsibility entrusted from time to time and display a visible sense of integrity towards the institute. Further, the staff is required to maintain sense of subordination towards seniors.
16. The staff is required to maintain strict privacy and not to disclose any information regarding the Management / Institution, its activities or any other details which become



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known to the staff during the course of the service. Nor shall the staff handover any document without seeking permission of the Principal / Management.

17. If required, staff may be asked to undergo medical check-up / examination by approved medical officer or by the civil surgeon for mental and physical fitness.
18. If required, staff may have to execute a deed of contract / undertaking of service at the time of joining the duties.
19. During service period, if the performance of staff is found unsatisfactory and/or in case of violation of the service rules, the services may be discontinued²¹⁶ by giving three months notice or one/three month's pay in lieu of notice period.
20. Above rules and regulations may revised / updated which would be binding on the staff.

Part - III: Promotional Policies

To encourage staff, the management gives a due consideration for the deserving faculties for promotion to higher post / pay-scale depending on the availability of the vacancies.

A. Teaching Staff

1. The requirement of teaching positions of staff is reviewed as per the norms specified by AICTE/UGC/SPPU as per subject-wise and cadre-wise.
2. An internal shortlisting of eligible candidates for higher posts is done at department level
3. On the basis of previous performance appraisal, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted faculties are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.
5. Faculties promoted for higher posts are need appear for local selection committee / University Selection Committee interviews for getting final approval from University.
6. To encourage the faculties, due consideration is given for achievement of faculties such as - R&D, publications, technical events, etc in the form of incentives.



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B. Non-teaching staff

1. The requirement of non-teaching is reviewed as per the need.
2. An internal shortlisting of eligible candidates for higher posts is done at department level.
3. On the basis of previous performance, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted staff are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.

Principal
MMIT, Lohgaon, Pune