



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

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APPOINTMENT POLICY

The rules and procedures regarding recruitment and promotion were made as per AICTE and LMET norms.

1. Recruitment of Faculty Members

Cadre structure for Teaching Staff:

1. Principal
2. Professor
3. Associate Professor
4. Assistant Professor
5. Librarian
6. Physical Education Director

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.37-3/Legal/2010 for Engineering & Technology and MBA program.
- Minimum Qualifications and Experience Prescribed by the AICTE for Teaching Posts.
- Pay scales are as per the AICTE norms.
- Annual increments are given on submission of the self-appraisal performance.
- Additional increments are given to staff members who have acquired higher qualification.

Sl.no	Cadre	Qualifications	Experience
1	Assistant Professor	B. E. / B. Tech. and M. E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with first class.	0 to 8 years of experience in teaching / research / industry.
2	Associate Professor	Ph.D. degree in the relevant field and First class at Bachelor's or Master's level in the relevant branch.	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

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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.	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 / 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 least 60% marks at Bachelor's or Master's Level	Experience in Computerization, well versed with systems procedure for a period of two Years at least.
6	Physical Education Director	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.

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.
- Applications are scrutinized after the stipulated last date.
- Selection Committee constituted as per AICTE / University/LMET norms.
- Call letters for interviews are sent to candidates indicating location, date and time for interview,
- The selection committee shortlists the candidates after the interview process 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.



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1.4. Composition of Selection Committee

The Selection Committee would be constituted with the following members.

President / Vice-President

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 / Hostel Supervisor / Store in charge..
Supporting Staff	Asst Librarian / Senior Assistant / Steno /Computer Programmer
Junior Staff	Junior Asst / House Keeping/ Supervisor / Machine Operator.
Technical	Lab Asst / Lab Technician
General Staff	Supervisor / Electrician / Mechanic / Welder/ Plumber / Driver

2.1. Qualifications for Non-Teaching Staff

Sl.no	Cadre / Position	Qualification	Experience
1	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.
2	Accountant	A Bachelor's or Master's Degree in Commerce.	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.
3	System Admin	A Bachelor's Degree or equivalent knowledge of MS-office	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
4	Lab Instructor	First class Diploma in the subject concerned.	At least 2 years' experience in a recognized academic institute
5	Laboratory Technician/ Electrician/	A certificate from ITI in the equivalent trade	At least 2 years' experience in the trade desirable.
6	Attender	X th Std.	Experience is not a mandatory one



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2.2. Mode of selection of non – teaching staff:

All positions are advertised in the papers. 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. President
2. Vice-President
3. Principal
4. Subject Experts (University Nominees)
5. HOD Concerned

All appointments (Faculty/ Staff) made after selection are forwarded to the President for approval. Further appointment orders are issued to the selected candidates to report for duty within the stipulated time and as per the terms and conditions of AJIET.

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for **A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President

President

Date: 10/12/2016

Principal

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