

# United Group of Institutions

## Recruitment and Promotion Policy

Academic Excellence of an institution, to standup the standards of global parameters, depends on faculty expertise and efficiency. The Recruitment and Promotion Policy of United Group of Institutions (UGI) is to increase the organizational efficiency through an effective management of faculty members by improving and recognizing their performance and vitality.

### RECRUITMENT POLICY

#### Note:

- Heads of Departments will submit the requirements (As per AICTE / Dr. APJ AK Technical University (AKTU), UP norms) of both teaching and non-teaching staff for their departments at the end of every semester to the Head of Institution.
- The Head of Institution will submit the requirements of whole institution to the Institute Management for approval and further necessary actions such as publication of advertisement, submission and collection of application forms, screening, presentation/demonstration and Interview.

#### 1. Faculty

##### (i) Assistant Professor

- The recruitment for the post of Assistant Professors will be as per AICTE norms.
- Screening of the application forms received will be done at Office of Dean / Head of Department and list of shortlisted candidates along with their application forms shall be sent to Principle / Director's office for further action.
- All the shortlisted candidates will be evaluated by a Departmental Committee consisting of two to three senior faculty members and one senior faculty from other department. The evaluation result in the form of grade / marks will be sent to the Chairman of selection committee in a confidential envelop.
- The shortlisted candidates are interviewed by the selection committee (formed as per AKTU norms) and chaired by Governing Council Member.
- Based on the performance, a merit list is prepared and the candidates are given appointment order.

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**(ii) Associate Professor and Professor**

- The recruitment for the post of Associate Professors and Professors will be as per AICTE norms.
- Screening of the application forms received will be done at Office of Dean / Head of Department and list of shortlisted candidates along with their application forms shall be sent to Principle / Director's office for further action.
- All the shortlisted candidates will be evaluated by a Departmental Committee consisting of three Professors of the department and one Professor from other department. The evaluation result in the form of grade / marks will be sent to the Chairman of selection committee in a confidential envelop.
- Eligible candidates may also be called by invitation.
- The shortlisted candidates are interviewed by the selection committee (formed as per AKTU norms) and chaired by Governing Council Member.
- Based on the performance, a merit list is prepared and the candidates are given appointment order.

**(iii) Senior Professor**

- The Professors having experience of more than ten (10) years may be invited for discussion with a committee consisting of following:
  - ❖ Chairman / President / Vice Chairman / Vice President / Governing Council Member
  - ❖ Head of Institution
  - ❖ Subject Expert
- Based on the discussion, candidate (s) is (are) given appointment order.

**2. Recruitment of Non-teaching and Administrative staff**

All Laboratory instructors, Workshop Superintendent, Foreman, Mechanic and Administrative staff are appointed following the procedure given above for Assistant Professors except for an additional written examination.

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## PROMOTION POLICY

- All decisions on promotions shall be taken up from the month of August every year.
- The promotion of an employee is purely based on the merit cum seniority basis.
- All promotions shall be subject to completion of minimum qualifying period, qualifications and other requirements such as employee's current academic performance, their research work and number of publications, patent, Book writing/editing, consultancy work, feedback from students, commitment to the improvement of the institution and Annual confidential report of last three years.
- The "**Governing Council**" shall appoint a committee for recommendation of promotion consisting of the following:
  - Chairman            Director / Principal of the Institute
  - Member            Professor and Head of the Department
  - Member            Professor
  - Member            Expert (invited from other Institution / Industry of a level not below Professor)
  - Member            Professor nominated by "**Governing Council**"
- The Committee shall consider promotion of teaching staff to the next higher position as per AICTE norms given as under:
  - a) Associate Professor:            **Ph.D. With TEN (10) years of teaching or equivalent industrial experience.**
  - b) Professor:                        **5 years of service at Associate Professor Level / equivalent industrial experience**
- Promotion will be granted to the condition that there has not been any disciplinary action taken against candidate for promotion, for any misconduct he/she has committed during the service.

**Approved**

**(Vice President)**

**UPDATED and Implemented from    day of the month            20----**

**(Principal)**