

□ **Recruitment Policies:**

1. The Teaching load of Department is calculated.
2. The number of faculties required as per AICTE norms and teaching load is evaluated.
3. The requirement of faculties is forwarded to the Principal.
4. The Roster is prepared and sent to special cell of University of Mumbai for approval.
5. To validate the roster, approval of Government of Maharashtra is taken.
6. Once the validated roster is received from the above governing office, then the draft of advertisement is send to CONCOL department of University of Mumbai for the approval.
7. The request letters for appointment of Vice chancellor nominee, list of subject expert is forwarded to University of Mumbai
8. The letters for DTE nominee and A.I.C.T.E nominee is forwarded to Director of technical education and WRO (Western Region Office) A.I.C.T.E Mumbai office respectively
9. Meanwhile the approved draft of advertisement received from University of Mumbai is published in National Level newspaper.
10. The applications are invited within 15 days of time span.
11. Once the last date is over the committee is appointed for scrutiny of received applications.
12. The applications forwarded by the special cell of University of Mumbai are also included for the reserved category.
13. The Scrutiny committee prepares the list of eligible candidate as per the post.
14. After sending the interview letters to the eligible candidate, the interviews are conducted in the presence of subject expert and other authorities mentioned above.
15. The recommendation of selection committee is forwarded in 3 page form to the University of Mumbai.
16. On the basis of recommendation of Selection Committee, the appointment orders are issued to the selected candidates.
17. The selected candidates are asked to join in stipulated period.

Since Roster takes a long time, nearly a year or more, therefore appointment is done by an Adhoc appointment policy. An advertisement is given in a Local newspaper. The applications are invited within 15 days of time span. Once the last date is over, a committee is appointed for scrutiny of received applications. The Scrutiny committee prepares the list of eligible candidate as per the post. The interviews are conducted by Local Selection Committee which consists of the Principal, a subject Expert, a Management person and the Registrar.

