Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

FACULTY RECRUITMENT COMMITTEE STANDARD OPERATING PROCEDURES (SOP's) AY 2019-20

1. Principal sir will conduct the meeting with HOD's regarding vacancies in every department at starting of the semester.

2. Based on the vacancies to be hired must be prepared by the selection committee.

3. The committee will supplement candidates from any or all of the following sources for each position to be filled:

    3.1. Advertisements in the Newspapers and in faculty plus

    3.2. Direct applications

    2.3 Employee referral

4. If the committee believes it necessary, walk-in interviews may be conducted to supplement the requisite candidates.

5. Recruitment process are

    5.1. Scrutinization of Applications

    5.2. Panel/Selection Committee Formation

    5.3. Conducting Interview – (i) written test ii) Class room demonstration with HOD iii)Demonstration with Vice chairman (iv) Personal interview

6. The committee will finalize the short-listed applicants and submit their recommendations, along with the candidates' personal data sheets, to the principal.

7. An order of appointment for selected candidates will be given.

8. A joining report will be collected from the candidates.

9. Staff members appointed in the Institute will be given a brief introduction about the Institute by the Principal on the day of his/her joining.

10. The principal forwards the joining letter along with credentials to the Head of the Department and to the office.

11. The HOD will give a brief overview of the department and introduce the new staff member to the members of the department.

Coordinator   Principal