

Shri H.H.J.B. Polytechnic, Chandwad Dist. Nashik

3.7 Faculty Recruitment System

Objective

To identify and recruit appropriately qualified and efficient teaching and non-teaching faculty members

- **Operating Authorities**
- The Management – The Institute Coordinators, The Principal
- Respective Department Head (HOD)
- Registrar/Office Superintendent


Operating Procedure

Following procedure is followed for selection and appointment of the faculty on adhoc/contract basis.

- The Head of the Department should estimate the Manpower Requirement for both Teaching and Non-Teaching and send the report to the Principal for approval.
- The Principal should seek the approval of the vacancies from the Institute coordinator within stipulated time.
- Formal announcement is made in any of the means of advertisement that would communicate to the prospective candidates about the vacancies.
- The screening committee appointed by the Principal screens the profiles and selects the appropriate candidates based on their educational qualification, relevant industry or academic experience, age, location of residence and various other job specifications
- The shortlisted candidates are called for an interview.
- The candidates are to fill in the Application form of the institution and then subjected to a personal interview with the Head of the Department for initial shortlisting.
- Short listed candidates are interviewed for the final selection by the Management Panel consisting of The Institute Co ordinator/s, The Principal and the concerned Head of the Department.
- The Management Panel reviews the performance of the candidate in the previous round of interview and checks for the stability and attitude of the individual to suit the organization.
- If the candidate satisfies the expectation of the Management Panel, other terms of employment are discussed with the candidate and Date of Joining is scheduled. An offer/Appointment Letter is issued to the selected candidate
- This process is to be completed before at least two weeks of the commencement of the semester.

For the MSBTE selection of the faculty, the process defined as per the MSBTE regulations/ordinances/statutes is followed.




PRINCIPAL
Shri H.H.J.B. Polytechnic, Neminagar
Chandwad - 423101, Dist.Nashik

Shri H.H.J.B. Polytechnic, Chandwad Dist. Nashik

Joining formalities

- **Objective**

To ensure a smooth and hustle free joining process of the candidates who have been offered a job with the institution.

- **Operating Authorities**

- The Management – The Principal
- Respective Department Head (HOD)
- Registrar/Office Superintendent

- **Operating Procedure**

The new joiners are welcomed with a joining kit which contains Welcome Letter, Contents of the Joining Kit, List of Documents to be submitted, Employee Application Form, Bank account opening Form, ID Card Application Form, Details for website form, Certificate Acknowledgement form, Central Library Membership Form, Staff Email ID, Internet UID, Password, ERP User ID & Password, Some of the Videos of SNJB and respective institute must be shown.

The Description of the above mentioned documents is as given below.

- **Contents of the Joining Kit**

This document contains the list of documents that the Joining Kit has and the general instructions on how these forms should be filled.

- **List of Documents to be submitted**

A checklist for new employees so that he/she does not miss to submit relevant documents for personnel files. These documents are Address proof, ID Proof, Age proof, education proof, relieving experience & last salary drawn certificate from the last organization, photographs and acceptance of appointment letter.

- **Employee Application Form**

This form is used to collect information like marital status, family details, address, blood group, PAN, Passport, Aadhar number etc. This information further is uploaded in ERP software. This form is signed by the employee hence becomes an authentic document for future references.

- **Bank account opening Form**

This form is used to open an account in a Bank where the monitory emoluments of the employees can be credited.




PRINCIPAL
Shri H.H.J.B. Polytechnic, Neminagar
Chandwad - 423101, Dist.Nashik

- **Library Membership Form**

This is the format which should be filled by an employee to be submitted after approval from authorities to the Librarian.

- **ID card Application Form**

This is the format which should be filled by an employee attaching one of his/her photographs and the same form can be sent to the ID Card Printing Department to print the ID Card of the employee.

- **Details for website Form**

This document is used to get the information that is essential to add the employee's data in the website of the institution.

- **Staff Mail ID**

Official mail id created for individual staff in order to have effective paperless official communication.

- **Certificate acknowledgement form**

This form acknowledges the certificates that have been submitted by the employee to the institution. A copy of the form will be given to the employee and the institution holds another copy for the Personal File of the Employee

- **Staff Whatsapp Contact Number**

Staff should provide whatsapp contact number so that he/she can be added to the various groups and entire communication is done through whatsapp




PRINCIPAL
Shri H.H.J.B. Polytechnic, Neminagar
Chandwad - 423101, Dist.Nashik