



# SHRI VISHNU ENGINEERING COLLEGE FOR WOMEN (Autonomous)

(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada)  
Vishnupur - Bhimavaram - 534 202

# RECRUITMENT POLICY

*Version 2.0*

*w.e.f. 04.07.2014*



### Details of Policy Approval

**Document Title** : Recruitment Policy

**Institution** : Shri Vishnu Engineering College for Women (A)

**Policy Category** : Faculty and Staff Recruitment

**Responsible Office** : Principal Office

**Version** : 2.0

**Approved by** : Governing Body

**Effective Date** : 04.07.2014

**Review Period** : As and when required based on changes in statutory regulations, affiliating university guidelines, or institutional requirements.

**Details:**

This Recruitment Policy has been reviewed and approved by the Governing Body (GB) of the institution and is applicable to all recruitment processes for teaching and non-teaching positions.

**Revision History**

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Approved By</b>
1.0	24.08.2002	Initial Version of Recruitment Policy	Governing Body
2.0	04.07.2014	Second Version of Recruitment Policy	Governing Body

## **RECRUITMENT POLICY**

### **1. PREAMBLE**

Shri Vishnu Engineering College for Women (SVECW), Bhimavaram, is committed to recruiting highly qualified, competent, and motivated faculty and staff who can contribute effectively to teaching–learning, research, innovation, and institutional development.

The institution believes that quality human resources are the foundation for academic excellence. Therefore, the recruitment process is designed to ensure transparency, fairness, and merit-based selection, while adhering to the norms and guidelines prescribed by statutory bodies such as the All India Council for Technical Education (AICTE), University Grants Commission (UGC), and other applicable regulatory authorities.

SVECW follows a structured and systematic recruitment process that includes application screening, verification of academic credentials, teaching demonstration in the presence of students and the selection committee, and a comprehensive technical interview. This multi-stage evaluation process ensures the selection of candidates who demonstrate strong subject knowledge, effective teaching ability, research potential, and professional competence.

As an autonomous institution committed to academic excellence, SVECW strives to attract and retain talented professionals who align with the vision, mission, and strategic goals of the institution, thereby contributing to the overall development of the academic community.

### **2. OBJECTIVES**

The objectives of the Recruitment Policy are to:

- Ensure transparent, fair, and merit-based recruitment procedures for the selection of qualified faculty and staff.
- Attract highly competent and motivated professionals who can contribute effectively to teaching, research, innovation, and institutional development.
- Maintain high standards of academic excellence in teaching–learning, research, consultancy, and scholarly activities.
- Ensure compliance with the norms and guidelines prescribed by statutory bodies such as AICTE, UGC, and other regulatory authorities.
- Maintain the required Faculty–Student Ratio (FSR) and ensure adequate faculty strength to support academic programs.
- Adopt a structured and systematic selection process to evaluate candidates based on academic qualifications, teaching ability, research potential, and professional competence.
- Strengthen the institution’s academic, research, and administrative capabilities through the recruitment of qualified and experienced personnel.

### **3. SCOPE**

This Recruitment Policy applies to the recruitment and selection of teaching and non-teaching personnel at SVECW. The policy governs the procedures followed for identifying vacancies, advertising positions, screening applications, conducting interviews, and appointing qualified candidates.

The policy covers the recruitment of the following categories of personnel:

#### **3.1 Teaching Positions**

- Professor
- Associate Professor
- Assistant Professor
- Adjunct Faculty
- Visiting Faculty
- Contract Faculty (if required)

These positions are responsible for teaching, research, academic development, and student mentoring in various departments of the institution.

#### **3.2 Non-Teaching Positions**

- Technical Staff
- Administrative Staff
- Supporting Staff

These positions support the effective functioning of academic, administrative, and technical operations of the institution.

### **4. RECRUITMENT PRINCIPLES**

The institution follows the following principles in all recruitment activities:

- Merit and competency-based selection
- Transparency and fairness in the recruitment process
- Equal opportunity to all eligible candidates
- Compliance with statutory norms AICTE / UGC and other regulatory authorities
- Alignment with institutional goals and academic requirements

Candidates are evaluated based on:

- Academic qualifications
- Teaching ability
- Research contributions
- Industry experience (where applicable)
- Professional competence and integrity

### **5. ELIGIBILITY CRITERIA**

Eligibility criteria for faculty recruitment shall be in accordance with the guidelines prescribed by the *All India Council for Technical Education (AICTE)*, *University Grants Commission (UGC)* and other applicable regulatory authorities.

The criteria typically include:

- Required educational qualifications
- Relevant teaching or industry experience
- Research publications and scholarly contributions
- Professional competence in the respective discipline

Preference may be given to candidates with:

- Ph.D. in the relevant discipline
- Publications in Scopus / Web of Science indexed journals
- Funded research projects
- Industry experience in emerging technologies

## **6. IDENTIFICATION OF VACANCIES**

Faculty and staff requirements are identified based on:

- Approved AICTE intake
- Required Faculty–Student Ratio
- Introduction of new academic programs
- Expansion of existing programs
- Faculty resignation, promotion, or retirement
- Institutional development needs

Heads of Departments (HoD) submit manpower requirements to the Principal, who places them before the Management for approval.

## **7. ADVERTISEMENT OF VACANCIES**

Approved vacancies shall be advertised through appropriate channels such as:

- Institutional website
- Leading newspapers
- Academic recruitment portals
- Professional networks or other appropriate media

The advertisement will specify:

- Position and specialization
- Required qualifications and experience
- Application procedure
- Submission deadline

## **8. SCREENING OF APPLICATIONS**

All applications received shall be scrutinized by the Selection Committee to ensure compliance with the prescribed eligibility criteria.

Shortlisted candidates may be required to submit a Faculty / Staff Profile Form along with supporting documents for verification of academic qualifications, experience, and other relevant credentials.

The screening process may consider:

- Academic performance
- Teaching experience
- Research publications
- Professional achievements
- Industry exposure

Candidates who meet the eligibility requirements are shortlisted for the next stage of the selection process.

## **9. SELECTION PROCESS**

The recruitment process generally consists of the following stages:

### **9.1 Shortlisting**

Applications are reviewed based on qualifications, experience, and research contributions. Shortlisted candidates may be required to submit a Faculty / Staff Profile Form along with supporting documents for verification.

### **9.2 Teaching Demonstration / Presentation**

Shortlisted candidates may be required to deliver:

- A teaching demonstration
- A technical presentation in their area of specialization

The teaching demonstration is conducted in the presence of students and the Selection Committee.

This stage evaluates:

- Planning and organizing the subject
- Effective use of time
- Communicative ability and clarity of expression
- Ensuring student attention
- Clean and systematic board work
- Student participation

### **9.3 Personal Interview**

Candidates appear before the Selection Committee for final evaluation. The committee assesses the candidate's academic qualifications, experience, technical knowledge, and overall suitability for the position.

## **10. SELECTION COMMITTEE**

The Selection Committee may include:

- Management Representative
- Principal
- Subject Experts from reputed institutions or industry
- Head of the Department
- Senior faculty members (if required)

The committee ensures objective and transparent evaluation of candidates.

## **11. EVALUATION CRITERIA FOR FACULTY SELECTION**

The evaluation of candidates during the recruitment process is carried out using structured institutional evaluation formats.

Candidates are assessed by the Selection Committee based on the following parameters:

- Academic qualifications
- Teaching experience
- Research publications / patents / projects
- Teaching demonstration performance
- Subject knowledge and technical competence
- Communication skills and teaching ability
- Overall performance in the interview

Teaching demonstrations are evaluated using the Teaching Observation Sheet, which considers aspects such as planning and organization of the subject, effective use of time, clarity of communication, student engagement, board work, and student participation.

The final evaluation is recorded in the Selection Committee Interview Evaluation Sheet, and suitable candidates are recommended for appointment based on overall performance.

This structured evaluation ensures objective and merit-based selection of faculty members.

## **12. APPOINTMENT AND JOINING**

Candidates recommended by the Selection Committee will receive a formal Appointment Order after approval by the competent authority / management, specifying:

- Designation
- Pay structure
- Terms and conditions of employment
- Date of joining

Appointments are subject to verification of original certificates and credentials.

## **13. PROBATION**

Newly appointed faculty and staff shall undergo a probation period of one year as specified in the institutional service rules.

Confirmation of service will be based on satisfactory performance during the probation period, subject to evaluation by the competent authority.

## **14. RECRUITMENT OF ADJUNCT AND VISITING FACULTY**

To strengthen industry–academia interaction, the institution may appoint:

- Adjunct Professors

- Visiting Faculty
- Industry Experts

Such appointments help enhance practical learning, research collaboration, and industry exposure for students.

## **15. EQUAL OPPORTUNITY AND ETHICAL PRACTICES**

The institution ensures:

- Equal opportunity in recruitment
- Fair and transparent selection procedures
- Non-discrimination on the basis of gender, caste, religion, or background in accordance with applicable statutory regulations

Selections are based purely on merit and institutional requirements.

## **16. DOCUMENTATION AND RECORD MAINTENANCE**

All recruitment-related records shall be maintained systematically, including:

- Advertisement notifications
- Applications received
- Faculty / Staff Profile Forms
- Shortlisting details
- Teaching Demonstration / Observation Sheets
- Interview evaluation sheets
- Selection Committee recommendations
- Appointment orders

Proper documentation ensures transparency, accountability, and compliance with regulatory requirements.

## **17. POLICY REVIEW**

This Recruitment Policy shall be reviewed periodically to ensure alignment with:

- Regulations of the All India Council for Technical Education (AICTE), University Grants Commission (UGC), and other applicable regulatory authorities
- Institutional strategic goals
- Evolving academic and research requirements

Any amendments to this policy shall be approved by the Governing Body of the Institution.

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