FACULTY RECRUITMENT POLICY

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Approved By: Competent Authority
Responsible Department: Establishment Section
Review Frequency: Once every three years

1. Preamble

CMR Engineering College (CMREC), Hyderabad, is committed to maintaining high standards of teaching, learning, research, innovation, consultancy, and institutional development. The quality of the faculty is central to achieving academic excellence and fulfilling the objectives of technical education.

The College shall recruit qualified, competent, committed, and professionally ethical faculty members through a transparent, merit-based, and fair selection process in accordance with applicable statutory and regulatory requirements.

This policy establishes the principles, procedures, responsibilities, and documentation requirements governing faculty recruitment at CMR Engineering College.

2. Objectives

The objectives of this policy are to:

1. Recruit faculty members possessing the prescribed academic qualifications, technical competence, and professional experience.
2. Ensure transparent, fair, and merit-based recruitment.
3. Comply with applicable AICTE regulations, UGC regulations where applicable, Telangana State Government requirements, affiliating university requirements, and institutional rules.
4. Maintain the prescribed faculty strength and faculty-to-student ratio.
5. Promote diversity, equal opportunity, and non-discrimination.
6. Strengthen research, innovation, consultancy, industry collaboration, and outcome-based education.
7. Establish uniform procedures for recruitment, selection, appointment, probation, and joining formalities.

8. Maintain proper records and documentary evidence for statutory inspections, audits, accreditation, and institutional assessment.

3. Scope

This policy applies to the recruitment of the following categories of faculty members, as applicable:

- Professor
- Associate Professor
- Assistant Professor
- Professor of Practice, where applicable
- Visiting Faculty and Adjunct Faculty
- Contractual or Temporary Faculty
- Part-time Faculty
- Research and other academic positions requiring faculty-level appointments

The policy shall be read together with the applicable service rules, appointment terms, institutional regulations, and statutory requirements.

Supporting staff recruitment shall be governed by the relevant institutional recruitment and service rules.

4. Regulatory Framework

All faculty recruitment shall comply with the provisions applicable to the College, including:

1. AICTE regulations and Approval Process Handbook provisions, as amended from time to time.
2. UGC regulations, to the extent applicable to the College and the relevant academic position.
3. Applicable Telangana State Government rules, including reservation and roster requirements where applicable.
4. Rules, directions, and requirements of the affiliating university and competent statutory authorities.
5. Applicable provisions governing autonomous institutions.
6. The College's approved service rules, delegation of powers, and decisions of the Governing Body or other competent authority.

7. Applicable labour, employment, and other statutory requirements.

Where provisions differ, the College shall follow the legally applicable and binding requirement. This policy shall not override any mandatory statutory provision.

5. Manpower Planning and Identification of Vacancies

5.1 Annual manpower planning

Each department shall assess its faculty requirements at the beginning of the academic year and whenever a vacancy arises.

The assessment shall consider:

- Approved intake and actual student enrolment.
- Existing faculty strength and designation-wise distribution.
- Faculty-to-student ratio and regulatory requirements.
- Number of sections, courses, laboratories, and academic workload.
- Faculty resignations, retirements, promotions, and other separations.
- Research, consultancy, innovation, and interdisciplinary academic requirements.
- New programmes, specialisations, and emerging technology areas.
- Requirements arising from accreditation, academic audits, and quality improvement initiatives.

5.2 Vacancy requisition

The Head of the Department (HoD) shall submit a faculty requisition to the Principal through the prescribed administrative channel.

The requisition shall specify:

- Department and specialisation.
- Designation and number of vacancies.
- Essential and desirable qualifications.
- Required teaching, research, and industry experience.
- Proposed employment category.
- Justification for recruitment.
- Workload and regulatory requirements.
- Proposed budget and salary range, as applicable.

5.3 Approval of vacancies

Recruitment shall commence only after verification of the requirement and approval by the competent authority under the College's delegation of powers.

Urgent or additional recruitment shall require recorded justification and approval by the competent authority.

6. Eligibility and Qualifications

6.1 Academic qualifications

Candidates shall possess the qualifications prescribed for the relevant designation and discipline under the applicable AICTE regulations, UGC regulations where applicable, and other binding requirements.

Qualifications shall be assessed based on the discipline, programme, specialisation, and nature of the post.

6.2 Experience

The required teaching, research, industrial, or professional experience shall be determined according to the applicable regulatory requirements for the position.

Experience certificates shall be verified for authenticity, duration, designation, and relevance.

6.3 Ph.D. and research qualifications

Where required or desirable for the position, the College may assess:

- Ph.D. qualification and relevance of research.
- Research publications and their quality.
- Research projects, grants, and consultancy.
- Patents, prototypes, and technology development.
- Ph.D. supervision and research collaboration.
- Academic and professional contributions.

Research achievements shall be evaluated in accordance with applicable regulations and the approved selection criteria.

6.4 Technical and professional competence

Candidates may be assessed for:

- Subject knowledge and conceptual clarity.
- Teaching and communication skills.

- Laboratory and practical teaching competence.
- Curriculum development and outcome-based education.
- Use of digital learning tools and modern pedagogies.
- Industry exposure and professional certifications.
- Research aptitude, innovation, and interdisciplinary capability.

6.5 Verification of qualifications

All qualifications shall be supported by valid certificates, transcripts, and other prescribed documents. Equivalence of qualifications, where required, shall be established through the competent authority.

No candidate shall be appointed against a post for which the candidate does not meet the mandatory eligibility requirements, except where a legally valid provision expressly permits otherwise.

7. Recruitment Procedure

Recruitment shall normally follow the stages below.

Stage 1: Approval of vacancy

The department submits a requisition, and the competent authority approves the post.

Stage 2: Advertisement and notification

Vacancies may be advertised through appropriate channels, including:

- The official College website.
- Recognised employment portals.
- Newspapers, where appropriate.
- Professional networks and academic associations.
- Institutional career pages and other approved channels.

The notification shall clearly state the designation, department, qualifications, experience, application procedure, and deadline, wherever applicable.

Stage 3: Receipt of applications

Applications shall be received through the approved online or offline mechanism. The College shall maintain an application register or electronic database.

Stage 4: Screening of applications

The Establishment Section, in consultation with the concerned HoD, shall verify the applications against the prescribed eligibility criteria.

A screening sheet shall be prepared to record eligibility, qualifications, experience, and reasons for shortlisting or rejection.

Stage 5: Shortlisting

Eligible candidates shall be shortlisted using pre-approved criteria relevant to the post. Shortlisting shall be objective and consistently applied.

Meeting the minimum eligibility criteria does not automatically guarantee an interview or appointment.

Stage 6: Interview and assessment

Shortlisted candidates shall undergo an interview and such additional assessments as may be prescribed, including:

- Technical interview.
- Teaching demonstration.
- Presentation of a research proposal or research work.
- Laboratory demonstration, where relevant.
- Assessment of communication and professional skills.
- Interaction with the selection committee.

Stage 7: Selection recommendation

The Selection Committee shall evaluate candidates against the approved criteria and prepare a signed assessment sheet and recommendation.

Stage 8: Approval and offer of appointment

The recommendation shall be submitted to the competent authority for approval. Appointment offers shall be issued only after the required approval and completion of prescribed verification.

Stage 9: Joining and induction

The selected candidate shall complete joining formalities, submit the required documents, and participate in the institutional induction programme.

8. Selection Committee

8.1 Constitution

A Selection Committee shall be constituted for the recruitment of faculty members in accordance with applicable statutory requirements and the College's approved delegation of powers.

The composition shall be appropriate to the designation and discipline and shall include the competent institutional representatives and subject experts wherever required.

The committee may include, as applicable:

- Principal or authorised Chairperson.
- Concerned Head of the Department.
- Subject experts from relevant academic or professional fields.
- Senior faculty members.
- HR/Establishment representative, where appropriate.
- Other members required by applicable regulations.

For appointments requiring a prescribed statutory committee composition, the applicable regulatory composition shall prevail.

8.2 Responsibilities

The Selection Committee shall:

1. Verify the candidate's suitability for the post.
2. Assess academic, professional, teaching, and research competence.
3. Apply approved selection criteria consistently.
4. Maintain confidentiality and impartiality.
5. Record the assessment and selection recommendation.
6. Declare and manage any conflict of interest.
7. Ensure that recommendations comply with applicable eligibility requirements.

8.3 Conflict of interest

Any committee member having a personal, financial, professional, or other material conflict of interest with a candidate shall disclose it to the competent authority. Appropriate recusal or other safeguards shall be implemented.

9. Selection Criteria

The College shall use criteria appropriate to the designation and discipline. The criteria and assessment method shall be approved before the selection process.

Indicative assessment areas include:

Assessment area	Indicative parameters
Academic qualifications	Relevant degrees, specialisation, and eligibility
Teaching competence	Subject knowledge, teaching demonstration, pedagogy
Professional experience	Teaching, research, and relevant industry experience
Research contribution	Publications, projects, patents, and research potential
Laboratory competence	Practical knowledge and laboratory management, where relevant
Institutional contribution	Mentoring, academic administration, and teamwork
Communication	Clarity, presentation, and professional interaction
Overall suitability	Performance in the interview and other prescribed assessments

The College shall not apply this indicative table as a substitute for any mandatory statutory selection criteria or prescribed scoring system.

Selection shall be based on the candidate's suitability and merit against the approved criteria, subject to applicable reservation and other statutory requirements.

10. Reservation and Equal Opportunity

Where reservation, roster, or other affirmative-action requirements are applicable to the institution and recruitment category, the College shall comply with the relevant laws and government orders.

Recruitment shall be conducted without unlawful discrimination based on caste, religion, gender, disability, age, or other protected characteristics.

Reasonable accommodation shall be provided to eligible candidates with disabilities in accordance with applicable law.

Any applicable institutional or statutory reservation roster shall be maintained and reviewed by the authorised officer before the recruitment process is finalised.

11. Background and Document Verification

Before appointment, the College shall verify, as applicable:

1. Identity and address proof.

2. Academic certificates and mark sheets.
3. Ph.D. degree and supporting records, where applicable.
4. Experience and relieving certificates.
5. Professional registration or certification, where required.
6. Research publications and other claimed achievements, where relevant.
7. Previous employment details and references.
8. Any required declaration regarding disciplinary proceedings or other matters relevant to appointment.
9. Other documents prescribed by the College or competent authority.

Verification shall be carried out in a manner consistent with applicable law and institutional procedures.

Material misrepresentation, forged documents, or suppression of relevant information may result in withdrawal of the offer or termination of employment in accordance with the appointment terms and applicable law, after following the required procedure.

12. Offer of Appointment and Service Conditions

The appointment letter shall be issued by the authorised signatory and shall contain, as applicable:

- Name and designation of the appointee.
- Department and place of posting.
- Nature of appointment: regular, contractual, temporary, visiting, or other approved category.
- Salary, pay structure, and applicable benefits.
- Date of joining.
- Probation period and confirmation conditions, where applicable.
- Working hours, workload, and academic responsibilities.
- Leave and attendance requirements.
- Code of conduct and professional obligations.
- Confidentiality and intellectual property provisions, where applicable.
- Notice period and termination conditions.

- Applicable service rules and grievance procedures.

Salary and benefits shall be determined under the approved institutional pay structure and applicable statutory requirements.

No verbal assurance shall override the terms of the authorised written appointment letter.

13. Probation and Confirmation

Newly appointed regular faculty members shall ordinarily be placed on probation for the period specified in their appointment letters and applicable service rules.

During probation, performance may be assessed on:

- Teaching effectiveness.
- Student feedback and mentoring.
- Academic planning and course delivery.
- Attendance, punctuality, and professional conduct.
- Laboratory and departmental responsibilities.
- Research and professional development.
- Compliance with institutional rules.

The competent authority may confirm the appointment, extend probation where legally permissible, or take other appropriate action in accordance with the applicable service rules and appointment terms.

Confirmation shall be communicated in writing.

14. Joining Formalities and Induction

On joining, the faculty member shall complete the prescribed joining report and personnel file documentation.

The HR/Establishment Section shall arrange for:

- Verification of original certificates against copies.
- Submission of declarations and prescribed forms.
- Payroll and statutory registration formalities, as applicable.
- Issue of identity card and institutional credentials.
- Allocation of department, courses, laboratory duties, and mentor responsibilities.

- Familiarisation with academic regulations, examination procedures, research policies, and the institutional code of conduct.
- Orientation on student safety, anti-harassment policies, grievance redressal, and other relevant institutional procedures.

15. Recruitment of Contractual, Visiting, and Adjunct Faculty

Recruitment of contractual, visiting, adjunct, or temporary faculty shall follow a simplified but documented procedure appropriate to the nature and duration of the engagement.

The College shall:

1. Verify the qualifications and suitability required for the assignment.
2. Obtain approval from the competent authority.
3. Record the duration, workload, remuneration, and scope of engagement.
4. Issue an appropriate engagement or appointment letter.
5. Maintain attendance, workload, and payment records.

Such appointments shall not be used to bypass mandatory regulatory requirements for faculty strength, qualifications, or prescribed selection procedures.

16. Confidentiality and Data Protection

Applications, certificates, interview assessments, reference checks, and selection recommendations shall be treated as confidential institutional records.

Access shall be restricted to authorised personnel. Personal information shall be collected, used, stored, and disclosed in accordance with applicable law and institutional data-protection procedures.

Recruitment records shall be retained for the period prescribed by applicable law, regulatory requirements, and the College's approved record-retention policy.

17. Roles and Responsibilities

Authority / Office	**Responsibility**
Governing Body / Competent Authority	Approval of policy, delegated powers, and appointments where required
Principal	Overall supervision of recruitment and academic suitability
Head of Department	Identification of vacancies, technical requirements, and candidate assessment

HR / Establishment Section	Advertisement, application management, screening coordination, documentation, and records
Selection Committee	Assessment, interviews, and selection recommendations
Finance / Accounts Section	Verification of budget availability and salary processing
Appointing Authority	Issue of appointment orders and related communications
Faculty Member	Submission of accurate documents and compliance with service conditions

The actual authority for each decision shall be governed by the College's approved delegation of powers.

18. Grievance Redressal

A candidate who believes that the recruitment process has involved a procedural irregularity may submit a written representation to the Principal or the designated authority within the period specified in the recruitment notification or applicable institutional procedure.

The representation shall be examined impartially. Appropriate corrective action may be taken where a procedural irregularity is established.

The grievance process shall not replace any statutory remedy available to a candidate under applicable law.

19. Recruitment Records and Audit Trail

The HR/Establishment Section shall maintain a recruitment file for each recruitment exercise containing, as applicable:

1. Approved manpower requisition.
2. Vacancy approval and budget confirmation.
3. Advertisement and publication evidence.
4. Applications received and application register.
5. Screening and shortlisting sheets.
6. Selection Committee constitution and approval.
7. Interview attendance and assessment sheets.
8. Teaching demonstration or other assessment records.
9. Signed minutes and selection recommendations.
10. Approval of the competent authority.

11. Appointment letter and acceptance.
12. Qualification and experience verification records.
13. Joining report and induction checklist.
14. Reservation or roster records, where applicable.
15. Correspondence and other relevant documents.

Records shall be made available to authorised statutory bodies, auditors, accreditation teams, and institutional authorities as permitted by applicable law.

20. Monitoring and Review

The Principal, in coordination with HR/Establishment and the concerned departments, shall periodically review the effectiveness of the recruitment process.

The review may consider:

- Compliance with approved faculty strength.
- Time taken to fill vacancies.
- Percentage of eligible applicants shortlisted.
- Faculty retention and turnover.
- Quality of teaching and academic performance.
- Research and professional contributions.
- Compliance findings from audits and inspections.
- Grievances and corrective actions.

The policy shall be reviewed at least once every three years or earlier when required by regulatory amendments, institutional restructuring, or directions of the competent authority.

21. Exceptions and Interpretation

Any exception to this policy must be supported by recorded reasons and approved by the competent authority, subject to applicable law and regulatory requirements.

No exception may waive mandatory eligibility criteria, statutory selection procedures, reservation requirements, or other binding legal obligations.

In case of doubt regarding interpretation, the matter shall be referred to the Principal and the competent authority for a decision consistent with applicable law.

22. Approval and Effective Date

This policy shall come into force from the date of approval by the competent authority. All departments and administrative sections involved in faculty recruitment shall comply with its provisions.

Prepared by: Establishment Section

Reviewed by: Principal, CMR Engineering College

Approved by: Competent Authority

Signature:

Name and Designation:

Ch. Srisailam Reddy

Secretary and Correspondent

Date: 25.06.2025

Institutional Seal

Annexure I: Faculty Recruitment Checklist

Sl. No.	Document / Activity	Verification
1	Approved faculty vacancy requisition	☐
2	Manpower and budget approval	☐
3	Vacancy advertisement / notification	☐
4	Applications received and registered	☐
5	Eligibility screening and shortlisting	☐
6	Selection Committee approval and constitution	☐
7	Interview and assessment records	☐
8	Selection Committee minutes and recommendation	☐
9	Approval by competent authority	☐
10	Qualification and experience verification	☐
11	Appointment letter issued and accepted	☐
12	Joining report and personnel file completed	☐
13	Induction and departmental allocation	☐
14	Payroll and statutory formalities, as applicable	☐
15	Recruitment file indexed and securely retained	☐

Annexure II: Suggested Faculty Recruitment Flow

Departmental Requirement → Vacancy Requisition → Approval by Competent Authority → Advertisement → Application Receipt → Eligibility Screening → Shortlisting → Selection Committee / Interview → Selection Recommendation → Approval → Document Verification → Appointment Letter → Joining and Induction → Record Closure

Annexure III: Implementation Note

Before issuing this policy as a final institutional document, the College should verify and insert the applicable provisions from its current AICTE approval requirements, autonomous-college regulations, affiliating university rules, Telangana Government orders, approved service rules, and delegation of powers. The College should also confirm the prescribed Selection Committee composition and any applicable reservation roster requirements.

The policy should be formally approved, assigned a document number, included in the institutional policy register, communicated to all departments, and reviewed whenever relevant regulations change.