

**Department of _____, Geethanjali College of Engineering and Technology,
Cheeryal, Keesara (M), Medchal District**

Recruitment Procedure:

Through University

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national News Papers. The same is posted on the college's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection committee duly appointed by university conducts the interviews and selects candidates.
- The appointment is done after the due approval from the university.

Adhoc Appointments

- The approval to the sanctioned posts is first taken from the college management and as well as for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national level. The same is posted on the college's website.
- Eligible candidates are called for interviews.
- A duly constitutes selection committee of the college conducts interviews and selects candidates.
- The appointment letter is given to the candidates.

Invitation

The Principal also uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

Promotional Policies

The college has been following the promotional policies laid down by AICTE/UGC in promoting all faculty members.

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All faculty members who have been selected as Assistant Professor by the University selection committee and subsequently put in a service of

- Eight years have been promoted to Senior Assistant Professor and were given a basic pay of Rs. _____
 - Twelve years of service as Assistant Professor out of which six years as Senior Assistant Professor have been promoted as Associate Professor (Selection Grade) and are give a basic pay of Rs. _____
 - If a faculty member has acquired higher qualification such as PhD, such faculty has been elevated to the next higher position provided he/she has put in the minimum experience required for the next higher position.
1. Over and above, the college has always maintained a pro-employee posture by sanctioning additional increments whenever an employee acquired PhD.
 2. In some cases, although the faculty has not acquired PhD, based on their contribution to the department, and to the college, the college has promoted them as Professors thereby acknowledging their contribution to the college.
 3. Similar guidelines were followed for non-teaching staff also, available in the administrative section.

Department of _____, Geethanjali College of Engineering and Technology,
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Requisition Form for Faculty Recruitment

Date:

To
The Principal
Geethanjali College of Engineering and Technology
Cheeryal, Keesara (M), Medchal District

Dear Sir,

I submit the following requirements of faculty to be filled in our department for the academic year for your consideration.

Faculty cadre	Subject specialization	Present strength	Required strength	Number of faculty required
Professor				
Assoc.Prof				
Asst. Prof				

Yours sincerely

Head of the Department.

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Appendix-II

INTERVIEW CALL LETTER

Ref No:

Date:

Dear Dr/ Mr/ Mrs:.....

With reference to your application for the post of....., you are requested to take the written test followed by interview on..... at..... in Geethanjali College of Engineering and Technology, Cheeryal, Keesara (M), Medchal District.

Please bring all Originals Certificates of Academic Qualifications and Experience, if any

Sincerely yours,

.....

Department of _____, Geethanjali College of Engineering and Technology,

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Appendix –IV

BIODATA OF THE FACULTY

1. Name:

2. Father's Name:

3. Date of birth:

4. Nationality/Religion/Caste:

(Please specify category of Caste)

5. Marital status:

6. Date of joining and Designation:

7. Date of promotion and Designation:

(Asst.Prof/Associate Prof/Prof)

8. Educational Qualification:

Academic

Examination	Board/University/ College/school	Year	% of marks	Division

Technical

Examination	Board/University/ College/school	Year	% of marks	Division

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9. Teaching Experience:

Name of the Institution	Designation	From	To	Period

10. Industrial Experience:

Name of the Institution	Designation	From	To	Period

12. Seminars and Symposia participated/attended:

13. Papers published/presented:

14. Research experience:

15. Number of books written and their names:

16. Area of specialization/interest:

17. ICICI Bank S.B. (Salary) Account No:

18. Permanent Address:

19. Present Address for Communication:

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Phone No:..... Cell No:.....

E-Mail ID:.....

SIGNATURE OF THE CANDIDATE

Cheeryal, Keesara (M), Medchal District

Appendix V

Date:

EXPERT PANEL RECOMMENDATION

Sub: Proceedings of the Expert's panel for the department of

Candidates as per the list enclosed were interviewed and evaluated for their overall suitability for induction into our college based upon their subject knowledge, communication skills, experience, classroom dynamics etc.

Recommendations:

The following candidates have been found to be suitable based on the above criteria in the given order of merit:

[illegible]

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Member-1

Member-2

Member-3

Department of _____, Geethanjali College of Engineering and Technology,

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Appendix VI

Demo Class Appraisal Sheet

(To be filled in by the Classroom Appraiser individually without reference to the other appraiser)

Name of the Appraiser

Designation /Dept.

Date & Time of the Demo

Theme of Demo Class

Target Audience of Demo Class

S.No	Name of the Candidate	Adjusted Attributes for which marks to be allotted				
		Subject knowledge depth and quality	Delivery Presentation skill and Lucidity	Confidence & body language	Response to queries and students interest	Overall impression

Specific Comments if any (not more than three)

1.

2.

3.

Note: marks will be allotted on the tabulated attributes on the scale.

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1 (lowest) to 5 (highest) with the following connotations

5: --- Excellent 4:---- Very good 3:---Good 2. : ---Satisfactory 1: ---- Poor

Appendix VII

FINAL RATING ON DEMO CLASS APPRAISAL

(To be signed or endorsed by the Principal of the College)

1. Date of Reporting Name of the Appraiser
2. Date & Time of the Demo
3. Name of the Candidate
4. No. of Appraisers
5. Summarized summation

On a scale of 5

(Excellent Very good Good Satisfactory Poor)

(5) (4) (3) (2) (1)

6. Explicit Remarks (Recommended/Not recommended)

7. If recommended, ascertain & state candidate's past experience in (in years and months)

- 7.1 Teaching
- 7.2 Industry
- 7.3 Research
- 7.4 Any other sector (specify)

8. If recommended, put up your comment on the following

- 8.1 On position to be offered
- 8.2 On consolidated or in regular pay scale
- 8.3 Initial fixation
- 8.4 Department and subject to be assigned
- 8.5 Any other Comment

Please enclose the Xerox coy of the individual report of the appraiser along with this appendix.

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Signature

Principal's seal with date

Department of _____, Geethanjali College of Engineering and Technology,
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APPOINTMENT ORDER

You are appointed as.....inDepartment at **Geethanjali
College of Engineering and Technology, Cheeryal, Keesara (M), Medchal District**

1. You are required to report to the Principal on/before.....
2. You will be on probation for one year from the date of joining.
3. You are required to give three months notice in advance or three months salary will be forfeited in case of resignation without notice.
4. You will be placed in the scale

All the original certificates pertaining to educational qualifications, date of birth, nationality, caste, etc. must be submitted on the day of joining duty along with one set of photocopies of the certificates.

Secretary/Principal

To

.....
.....
.....

Copy to

1. The Head, department of _____ GCET with a request to intimate the date of joining.
2. Accounts Section
3. Personal File.

Department of _____, Geethanjali College of Engineering and Technology,
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JOINING REPORT

Date:

To
The Principal
Geethanjali College of Engineering and Technology
Cheeryal, Keesara (M), Medchal District

Sir,

Further to the offer letter datedgiven by you, I am pleased to take up the responsibility at our institution in.....Department from today i.e.....day ofmonth of.....year.

I request you to accept me as part of your team and assign me with the duties and the responsibilities. I promise you that I give all my support and commitment in fulfilling my obligations and making our institution as one of the best.

Looking forward for a very exciting career with you.

With Regards,

Signature.

Name of the Employee:.....

Designation:.....

Department:.....

Residence Address:.....

.....

Ph No:..... Cell No:.....

Certificates received:

Signature of the Person in Establishment: _____

Signature of Head of the Department : _____

**Department of _____, Geethanjali College of Engineering and Technology,
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Signature of the Principal: _____