

1.2 STAFF RECRUITMENT PROCEDURE

REGULAR TEACHING FACULTY

1. Post sanction to be taken from Shivaji University, Kolhapur as per workload
2. Roster to be filled as per sanctioned post and get it approved from Shivaji University, Kolhapur. The roster required to be maintained as per Government directives for open and reserved categories post.
3. Draft advertisement copy with details (no. of posts sanctioned, posts filled, vacant posts, LMC & BC cell resolution for approval of draft advertisement) to be sent to Shivaji University, Kolhapur.
4. Advertisement to be given as per University approved advertisement in various Newspapers (Local and District level, State Level) and University Weekly News Paper, Journal National level)
5. To call applications from candidates as per advertisement within a month from the date of publications of Advertisement.
6. To call lists from various authorities for open and category candidates i.e. Local and district level Employment Exchange, B. C. Cell organization.
7. To call Selection Committee Panel from Shivaji University, Kolhapur. V. C.'s Nominee, V.C.'s ladies Nominee, V. C.'s & B.C. Nominee, Subject Experts, DTE, Nominee from DTE Mumbai. **(May be changed as per Autonomy Rule)**
8. To fix the date of interview as per the convenience of all members
9. To prepare scrutinized list of all eligible candidates from scrutiny committee.
10. To send call letters to eligible candidates by giving fifteen days' notice prior to the date of interview call letters-open ordinary post – **(Except Open category all letters should be sent through Register AD post).**
11. To send call letters to all selection committee members by giving minimum seven days notice prior to the date of interview.
12. To send staff selection committee report, (post wise & category wise, selection committee report, List of candidates called for interview, list of candidates attended interview, recommended candidate information with all necessary documents) with signatures of V. C.'s Nominee and V.C.'s B.C. Nominee's to Shivaji University, Kolhapur. **(May be changed as per Autonomy Rule)**
13. To send appointment orders to candidates as per the approval to staff selection committee report from Shivaji University, Kolhapur.
14. To send changes in staff forms of appointment and joined candidates along with their appointment order, joining report, Qualifications documents, self-addressed envelop (Rs.10/- Stamp) to Shivaji University, Kolhapur.
15. Shivaji University, Kolhapur sends changes in staff approval lists within three months to concerned college and to the concerned appointed candidates separately.

FACULTY ON CONTRACT or ADHOC BASIS

1. If the faculty positions are not filled completely as per AICTE norms, then such positions can be filled on contract basis, for the period of 11 months.
2. The advertisement shall be given in newspaper for walk-in-interview.
3. Interviews shall be conducted by Local selection committee comprising of members of management, Director, Head of the department and subject expert.
4. No need to send the list of candidates from 2013 onwards only list of candidate which are in the advertisement may to be sent.

Human Resource Policy (HR)

POLICY FOR REGULAR TEACHING FACULTY

1. The qualification and rules for recruitment of faculty on various position is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer.
2. The reservation policy for various positions is as per rules of Government of Maharashtra.
3. Other service conditions such as promotions, leaves, Vacation etc. are as per Government of Maharashtra (please refer Maharashtra Civil Services rules 1981) and statutes framed by Shivaji University, Kolhapur (1974 and 1994). The detailed information is made available in the office with Administrative officer

FACULTY AND STAFF ON CONTRACT or ADHOC BASIS

1. The qualification and rules for the recruitment of faculty on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer
2. Other service conditions are as per Institute policy approved by IHRC or BOG.

Research Professor

1. For better development of the Institute, some appointments can be made as Research Professor by availing services of retired senior faculty members or Industry professionals as supporting to teaching so that department can get benefited from their expertise and experience.
2. These positions can be retired professors of higher standing or industry professionals having contribution to research work, continuing education and consultancy.
3. The service terms and conditions of these faculties has decided on the case basis.
4. Honorarium of Rs. 25000/- shall be paid for such positions

RECRUITMENT OF NON-TEACHING STAFF POLICY

REGULAR NON - TEACHING STAFF

1. The qualification and rules for the recruitment of staff on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification dated 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer.
2. The reservation policy for various position is as per rules of Government of Maharashtra.
3. Other service conditions such as promotions, leaves, Vacation etc. are as per Govt. of Maharashtra (please refer Maharashtra Civil Services rules 1981) and statutes framed by Shivaji University, Kolhapur (1974 and 1994). The detailed information is made available in the Office with Administrative officer.

CONTRACT or ADHOC BASIS

1. The qualification and rules for the recruitment of staff on various positions is as per guidelines given AICTE (Please refer Government of India Gazette dated 13.03.2010 as per AICTE notification fate 05.03.2010), The qualifications will be changed as per the amendments made by the AICTE, DTE, and Shivaji University, Kolhapur time to time. The detailed information is made available in Office with Administrative officer
2. Other service conditions are as per Institute policy approved by IHRC or BOG.
3. Certain services such as security, housekeeping can be outsourced on contract basis if required.

1.3 FACULTY NORMS - PRESCRIBED BY AICTE

FOR VARIOUS PROGRAMMES

(Engineering & Technology, MBA)

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

1. The regulations 2010 shall apply to technical institutions & Universities including Deemed Universities imparting Technical Education and such other course/ Programmes and areas as notified by Council from time to time.
2. There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
3. No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D. and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'
4. Faculty designated, as Professors as on 05.03.2010 shall continue as Professors.
5. The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2
6. Regular appointment shall be done through Shivaji University Kolhapur, on the post of Professor, Associate Professor, and Assistant Professor.
7. Only contract basis appointment should be released through institute on consolidated salary.
8. The management reserves the rights to alter, modify above rules as per the requirement.

A. FACULTY NORMS - PRESCRIBED BY AICTE

BE./B.Tech.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programmes	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	ME/ M.Tech in relevant branch with 1 st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch	Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience. AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals.
	Professor	Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch.	Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor AND At least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI journals / UGC /AICTE approved list of journals till the date of eligibility of promotion.

ME./M.Tech

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

Note: Sanctioned students intake shall be considered for all (4) years in respect of UG and (2) years in respect of PG Programmes for calculating Teacher: Student ratio.

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

Note: Sanctioned students intake shall be considered for all (3) years for calculating Teacher: Student ratio.

Principal / Director

Programmes	Cadre	Qualification	Experience
All	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable	A. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals. B. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years shall be at the post equivalent to that of Professor.

B. NON-TEACHING STAFF

The ratio of non-teaching (inclusive of administrative, ministerial, technical and other unskilled and semiskilled staff) to teaching staff should not exceed 3:1.

1.4 Guidelines for sponsoring faculty members for higher studies (Ph. D)

- Permanent faculty members with at least 5 years regular in service at RIT would be eligible for the sponsorship.
- In an academic year, candidates will be sponsored for Ph.D. every year as per the applications. Department Post Graduation Committee (DPGC) will recommended the name of faculty applied for the Ph.D. sponsorship to Director RIT as per the following categories.
- **Category A:** Faculty pursuing Ph.D. in such institutes where the residential course work requirement is mandatory for a period not more than one academic year. In such cases, RIT will provide full time study leave with basic pay for that period. In this case, after acquiring Ph.D. degree, the sponsored faculty is required to give his/her services to RIT for minimum 5 years from the date of award of Ph.D. degree. Difference in the salary for that period will not be released after award of Ph.D. degree. Only three increments of that concerned period will be released after award of Ph.D. degree.
- **Category B:** Faculty pursuing Ph.D. degree full time in other institutes for a period not more than three years. In such cases, RIT will provide full time study leave with basic pay for that period. In this case, after acquiring Ph.D. degree, the sponsored faculty is required to give his/her services to RIT for minimum 5 years from the date of award of Ph.D. degree. Difference in the salary for that period will not be paid after award of Ph.D. degree. Faculty may apply with justification for extension of maximum 1 year. DPGC will recommend his/her extension to Director. Director will decided to sanction his/her extension as well as salary for extension period of concerned faculty.
- **Category C:** Faculty pursuing Ph.D. degree externally from University/Institutes with no residential or course work requirements, in such cases, RIT will give maximum 15 days study leave per year, preferably in vacations without disturbing academic activities. In this case, after acquiring Ph.D degree, the sponsored faculty is required to give his/her services to RIT for minimum 3 years from the date of award of Ph.D. degree.
 - 1) It will governed by the rules and regulations existing or amended in future as to the pay scale, deputation etc. and cannot launch any claim or demand outside rules and regulation.
 - 2) If sponsored faculty leaves the institute without completion of Ph.D., he has to pay six months gross salary of current salary at the time.
 - 3) After completion of the one year if he /she left the institute the S.N. 2 may be changed as per the period of the leaves and advantages of basic. It will cancelled as follows –
 - a. Completion of 2 Years - Gross salary of 12 Months.
 - b. Completion of 3 Years - Gross Salary of 18 months
 - c. Completion of 4 Years - Gross Salary of 24 Months

- 4) After completion of above reflected categories the sponsored faculty left the institute without completing the agreement between she/he and institute, she/he will not claim any financial benefits i.e. gratuity, etc. from the college and also he will reimburse the salary for the remaining agreement period.
- 5) Every sponsored candidate will submit yearly progress report to respective DPGC.
- 6) Every sponsored faculty will have to submit a notarized bond to Director of RIT stating the condition of services after acquiring Ph.D. degree as per the category.
- 7) Status of any type of sponsored faculty after acquiring PhD will be governed by norms and guidelines suggested by UGC/AICTE/DTE/University appropriately.
- 8) The management reserves the rights to alter, modify above rules as per the requirement.



Kasegaon Education Society's

Rajarambapu Institute of Technology, Rajaramnagar
(An Autonomous Institute)

Post- Sakharale, Tal. Walwa, Dist. Sangli. PIN – 415414 (Maharashtra)

Website: www.ritindia.edu. E-mail: director@ritindia.edu

Date -05/07/2016

Policy of Service Rules

- Facility of Provident Fund will be provided to regular teaching and non-teaching staff.
- Facility of Gratuity will be provided to regular teaching and non-teaching staff. It should be fixed on maximum Rs. 7,00,000/-.
- Benefit of Career Advancement Scheme will be provided to eligible faculty after confirmation by Shivaji University w. e. f. their eligible date.
- Facility of Earn Leave Encashment will be provided to Staff at the time of their retirement who has not availed vacations.


Dr. Mrs. S. S. Kulkarni
Director
R. I. T., Sakharale




Hon. R. D. Sawant
Secretary
K. E. S., Kasegaon