

BAPATLA ENGINEERING COLLEGE

RECRUITMENT and EMPLOYMENT POLICY

1. POLICY:

Bapatla Engineering College perceives that the faculty members are the backbone of any academic institute and plays a prime role in the quality of education and to enhance student quality which are fundamental for the existence and success of the College. The technical and administrative staff members play an important supportive role in providing quality services to the students and other stakeholders.

BEC policy is to attract and retain persons highly motivated towards academics and work with commitment to academic and student quality with high knowledge in the subjects of the field. They must have continued learning aptitude and be able to contribute to the overall development of the student.

Continuous learning becomes the backbone to sustain and enhance the quality of education and research in the College. BEC assists the faculty for continuous learning through faculty development programs, assistance to research, and field visits to industries and research centers.

BEC encourages the staff members to outreach to the society both academically and with non-academic services by providing assistance to present papers in conferences and symposiums, deliver lectures, etc.

2. Principles:

- BEC follows fair and transparent recruitment process giving equal opportunity to candidates without discrimination of gender, religion, caste, race, and region.
- BEC seeks to recruit the best candidate suited to the job based on merit and ensures that the selection of staff is conducted in a professional manner
- The College promotes best practices in selection and employment.
- Any member of the selection committee, internal or external to BEC, must declare as soon as they are aware of any individual's application close to them and avoid any involvement in the recruitment process.

3. Recruiting Process:

All posts at the Institute shall normally be filled by advertisement, but the Governing Body shall have the power to decide, on the recommendations of the Principal, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.

All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/as applicable in accordance with the policies laid down by the UGC/AICTE and/or the Bapatla Education Society from time to time.

All recruitments of Technical and Administrative staff shall be made by the Governing Body as applicable in accordance with the policies laid down by the Government of AP and/or the Bapatla Education Society from time to time.

In general, in BEC the recruitment is normally carried out both for faculty members and other staff once in a year unless it is warranted in between the academic year.

The process is as follows:

- Analyze Vacancy Position Department wise
- Appoint selection committee as per this policy
- Review Job Descriptions
- Check Information to Applicants
- Prepare & Place Advertisement
- Verify through References as part of Selection Process
- Conduct selection – test/Demonstration/Interview
- Keep Record of Selection
- Provide Feedback to unsuccessful Candidates
- Selection committee Chairperson submits the Report to the Governing Body
- Approval by the Governing body.
- Offer appointment order to the selected candidates

4. Selection Committees

a) Selection Committee for the Post of the Principal

- i. Chairperson of the Governing Body as Chairperson.
- ii. Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- iii. Two nominees of the Vice Chancellor who shall be Higher Education experts out of which at least one shall be a person with administration experience in an engineering institute.
- iv. Three experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor to be nominated by the Governing Body of the college.

- v. At least five members, including two experts, should constitute the quorum.

b) Selection Committee for Professor Post:

- i) Chairperson of the Governing Body of the College or a person nominated by the Governing Body of the College to be the Chairperson of the Selection Committee.
- ii) Two members of the Governing Body of the college to be nominated by the Governing Body
- iii) The Principal of the College.
- iv) Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
- v) One nominee of the Government of AP
- vi) Three subject-experts not connected with the college to be nominated by the governing body out of a panel of five names recommended by the Principal.
- vii) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

c) The Selection Committee for Assistant Professor and Associate Professor posts:

- i) Chairperson of the Governing Body of the College or a person nominated by the Governing Body to be the Chairperson of the Selection Committee.
- ii) Two members of the Governing Body of the college to be nominated by the Governing Body
- iii) The Principal of the College.
- iv) Head of the Department of the concerned subject in the College.
- v) Two nominees of the Vice Chancellor of the affiliating university of whom one should be a subject expert.
- vi) One nominee of the Government of AP
- vii) Two subject-experts not connected with the college to be nominated by the Governing body out of a panel of five names recommended by the Principal.
- viii) The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

d) The Selection Committee for Administrative Officer/Registrar:

- i) Chairperson of the Governing Body of the College or a person nominated by the Governing Body of the College to be the Chairperson of the Selection Committee.
- ii) Two members of the Governing Body of the college to be nominated by the Governing Body.
- iii) The Principal of the College.
- iv) Two subject-experts not connected with the college to be nominated by the governing body of the college out of a panel of five names recommended by the Principal.
- v) The quorum for the meeting should be four of which at least one must be from out of the two subject-experts

e) The Selection Committee for technical posts:

- i) Chairman – Principal of the College
- ii) Two members to be nominated by the Governing Body
- iii) Head of the respective Department
- iv) One senior faculty member to be nominated by the Principal
- v) Registrar/Administrative Officer (Ex-Officio)

f) The Selection Committee for other non-teaching posts:

- i) Chairman – Principal of the college
- ii) Two members to be nominated by the Governing Body
- iii) Administrative Officer/Registrar of the College

The term of the members of all the selection committees are as prescribed by the Governing Body or till they are revised.

5. Qualifications and Experience

a) Principal

- An eminent scholar with Ph.D. in any engineering discipline
- Should have published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed, high quality journals
- A total research score of 120 as per the criteria given in API.
- A minimum of fifteen years of experience in university/college as Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries

- At least 5 years administrative experience as the Head of the department, Dean, Principal, or equivalent position.
- Should have successfully guided at least 3 doctoral candidates
- Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

b) Professor

- A minimum of ten years of teaching experience in university/college with at least 5 years at the Associate Professor or above level and/or research experience at equivalent level at the University/National level institutions/industries
- Should have successfully guided at least 3 doctoral candidates.
- Should have actively engaged in research with evidence of high-quality published work with a minimum of 10 research publications in the peer reviewed, reputed journals and at least three of them during the assessment period.
- Should have successfully completed at least two research projects
- A total research score of 110 as per the criteria given in API.

c) Associate Professor

- A Ph. D. Degree in relevant field and with at least five years' experience in teaching/research after Ph. D.
- Candidate should have published at least seven research papers in SCOPUS refereed or higher quality journals; and at least three of them during the assessment period;
- Should have made at least three presentations in conference/seminars.
- Should have attended at least one faculty development program of two weeks or have completed at least one MOOC course with certification;
- Should have guided at least one Ph. D. candidate successfully.
- Should have successfully completed at least one research project

d) Assistant Professor

- A Ph. D. Degree in relevant field and with First Class at both Post-graduate and undergraduate degrees.

- Should have published at least two research papers from his/her Ph. D. in SCOPUS refereed journal;
- Should have made at least two presentations in conference/ seminars, based on his/her Ph. D. work.
- Experience in teaching/research desirable

e) Administrative Officer/Registrar

- Master's Degree in any discipline. Ph. D. is desirable.
- Additional qualifications in Office Administration is desirable.
- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills

f) Technical, administrative and other Non-teaching posts

Qualifications and experience to be decided by the selection committee depending on the level of the post and skills needed.