



Dr. D. Y. PATIL  
EDUCATIONAL FEDERATION  
Varale Campus

Dr. D. Y. Patil Educational Federation's

## Dr. D. Y. PATIL COLLEGE OF ENGINEERING & INNOVATION

Approved by AICTE, Recognized Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University

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**Dr. D. Y. Patil**

Founder Dr. D. Y. Patil Group

**Dr. Sushant Patil**

President, DYPEF

**Dr. Suresh Mali**

Principal, DYPCEOI

### Process for Appointment of Faculty and Staff

#### Recruitment

The DYPCEOI will issue all-India as well as Local news-paper advertisement for recruitment of the teaching posts in leading national dailies/electronic media and make appointments thereto on all India basis on the recommendations of the Selection Committee as per UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in DYPCEOI measures for the maintenance of standards in higher education.

In order to attract best talents, the DYPCEOI may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year. The advertisements are also given on <https://employer.apna.co/> for continuous responses from the candidates willing to join the institute.

#### Minimum Qualifications and Experience

The terms and conditions with regard to the minimum qualifications and other terms and conditions as prescribed by AICTE, UGC and SPPU. Regulations on minimum qualifications for appointment of teachers and other academic staff at DYPCEOI measures for the maintenance of standards in higher education and amended from time to time, shall be followed.





**The minimum qualifications required for the post of Professor, Associate Professor, Assistant Professor are as under:**

**PROFESSOR**

(i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.

(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

**PRINCIPAL**

1. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.
2. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.
3. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.
4. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

**ASSOCIATE PROFESSOR**

- i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.





- ii. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- iv. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- v. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

### **Shortlisting of Applications**

The prescribed qualification and experience will be minimum, and the mere fact that a candidate not possessing the same will not entitle him /her for being called for interview.

The University will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.

Scrutiny Committee for applications may evolve criteria for shortlisting the candidates to be called for the interview as per the SPPU/ UGC Guidelines in consultation with the Vice Chancellor.

### **Reservation Policy**

The rules and procedures, prescribed by the Government of Maharashtra, Govt. of India, MHRD, UGC and SPPU in respect of the Reservation policy for reserved categories shall be followed.

Process of Selection





The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma.

Assess the ability for teaching and/or research aptitude through demonstration lecture classes in a class room situation or demonstration on the capacity to use latest technology in teaching and research at the interview stage.

The process of selection of faculty member position shall involve inviting the bio-data with duly filled Performance Based Appraisal System proforma developed by the University.

### **Selection Committee**

The Selection **Committee** for the post of **Professor** at DYPCOEI shall have the following composition.

1. The SPPU Vice Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
2. An academician nominated by the Vice Chancellor.
3. One expert in the concerned subject nominated by the Vice Chancellor.
4. Dean of the concerned Faculty Council, wherever applicable.

The **Selection Committee** for the post of **Associate Professor** at DYPCOEI shall have the following composition.

1. The Vice Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
2. An academician nominated by the Vice Chancellor.
3. One expert in the concerned subject nominated by the Vice Chancellor.
4. Dean of the concerned Faculty Council, wherever applicable.

The **Selection Committee** for the post of **Assistant Professor** at DYPCOEI shall have the following composition.





1. The Vice Chancellor or his/her representative shall be the Chairperson of the Selection Committee.
2. An academician nominated by the Vice Chancellor.
3. One expert in the concerned subject nominated by the Dean of Faculty.
4. Dean of the concerned Faculty Council.

The Selection Committee, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, can make such recommendation. If any candidate is recommended by the Selection Committee for appointment in relaxation of any of the prescribed conditions relating to qualifications, age, experience etc., it shall be so stated and recorded.

7.9) When the Selection Committee considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be with approval of the management.

### **Appointment**

In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.

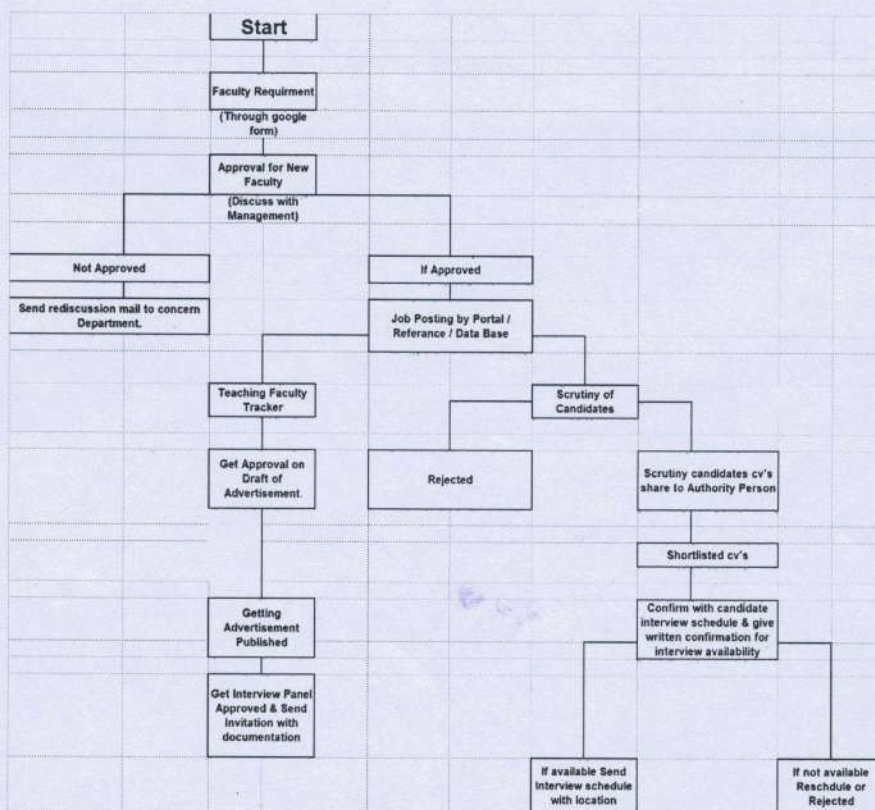
Number of posts advertised may be treated as indicative and not exhaustive. The DYPCOEI shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.

The Selection Committee's recommendations, shall remain valid for a period of one year from the date of such approval.





## Flow Chart of Requisition of New Faculty



The process of SPPU approval is carried out as per SPPU rules and regulations.

### The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.
2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at college level by an internal committee consisting of senior faculties, HOD and Principal. The selected candidates are recommended for further approval from management.
3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.





## **Promotional Policies**

To encourage staff, the management gives a due consideration for the deserving faculties for promotion to higher post / pay-scale depending on the availability of the vacancies.

## **Promotional Policies of Teaching Staff**

1. The requirement of teaching positions of staff is reviewed as per the norms specified by AICTE/UGC/SPPU as per subject-wise and cadre-wise.
2. An internal shortlisting of eligible candidates for higher posts is done at department level
3. On the basis of previous performance appraisal, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted faculties are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.
5. Faculties promoted for higher posts are need appear for local selection committee / University Selection Committee interviews for getting final approval from University.
6. To encourage the faculties, due consideration is given for achievement of faculties such as - R&D, publications, technical events, etc in the form of incentives.

## **Promotional Policies of Non-teaching staff**

1. The requirement of non-teaching is reviewed as per the need.



2. An internal shortlisting of eligible candidates for higher posts is done at department level.

3. On the basis of previous performance, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.

4. All such shortlisted staff are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.



**Dr. Suresh Mali,  
Principal,  
DYPCEOI**

