

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) 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 Empowered 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.



Kasegaon Education Society's

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

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.

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 as per AICTE Gazette dated 01.03.2019), 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 the Office.
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.

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2. Other service conditions are as per Institute policy approved by BOG.





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Adjunct Professor/ Professor of Practice

To strengthen industry-academia collaboration, enhance employability of students, and improve teaching-learning outcomes by appointing experienced professionals as Adjunct Professor and Professors of Practice (PoP). This aligns with Criteria 5 of NBA which emphasizes quality and contributions of faculty.

❖ Categories of Appointment

- Adjunct Professor
- Professor of Practice (PoP)
 - Professor of Practice
 - Associate PoP
 - Assistant PoP

❖ Tenure and Appointment Process

- Appointment order of one academic year will be issued by the Director on recommendation of Head of the Department.
- Initial tenure: 1 year, extendable to 3 years based on performance as per AICTE Guidelines (Ref. No. Annexure 9, Approval Process Handbook 2023-24). It will be renewed as per the requirement, performance report and recommendation of the concerned HoD.

❖ Teaching Load and Engagement Norms

Category	Minimum Engagement	Permissible Faculty %
Adjunct Faculty	50-60 hours / semester (min. 2 days/visit)	Max 10% (under exigent needs)
Professors of Practice	Regular or fractional load as per terms	Max 20% of total faculty; 5% reserved for Women PoPs

❖ Gender and Diversity Commitment

- At least 5% of PoP positions earmarked for women.
- Special efforts to identify and encourage women in STEM and industry.





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RECRUITMENT OF NON-TEACHING STAFF POLICY

REGULAR NON – TEACHING STAFF

1. The reservation policy for various position is as per rules of Government of Maharashtra.
2. 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.

CONTRACT or ADHOC BASIS

1. The qualification and rules for the recruitment of staff on various positions is as per guidelines given by Government of Maharashtra, Civil Services (Revised Pay) Rules 2019.
2. Other service conditions are as per Institute policy approved by 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, Management, Computer Application & Design)

All India Council for Technical Education New Delhi vide Notification 1 March 2019 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2019

1. The regulations 2019 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/ Associate 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"/" Associate Professor"



4. 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
5. Regular appointment shall be done through Shivaji University Kolhapur, on the post of Professor, Associate Professor, and Assistant Professor.
6. Only contract basis appointment should be released through institute on consolidated salary.
7. The management reserves the rights to alter, modify above rules as per the requirement.

A. FACULTY NORMS - PRESCRIBED BY AICTE

B. E. /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	M. E. / 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.

M. E. /M. Tech

Faculty required 1:15 (Teacher: student ratio)

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

Qualifications as prescribed above

Note: Sanctioned student's 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.

M.B.A.

Faculty required 1:20 (Teacher: student ratio)

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

Programme	Cadre	Qualification	Experience
Management	Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent	Two years of professional experience after acquiring the degree of Master's degree.
	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.

Note: Sanctioned student's intake shall be considered for all (2) years for calculating Teacher: Student ratio.



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Principal / Director

Programmes	Cadre	Qualification	Experience
All	Principal / Director	1. Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch	1. 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. 2. 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. Notes 1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance 2. Performance assessment shall be carried out through a committee appointed by the affiliating university. 3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.



B.B.A.

Faculty required 1:25 (Teacher: student ratio)

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

Programme	Cadre	Qualification	Experience
Management	Assistant Professor	Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent	Two years of professional experience after acquiring the degree of Master's degree.
	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.

Note: Sanctioned students intake shall be considered for all (4) years for calculating Teacher: Student ratio.

M. C. A. / B. C. A.

Faculty required for B. C. A. - 1:25 (Teacher: student ratio)

Faculty required for M. C. A. - 1:20 (Teacher: student ratio)

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

Programme	Cadre	Qualification	Experience
Computer Application	Assistant Professor	1. B. E. / B. Tech. / B. S. and M.E. / M. Tech. / M. S. or Integrated M. Tech. in relevant branch with First Class or equivalent in any one of the degrees. OR 2. B. E., B. Tech. and MCA with First Class or equivalent in any one of the two degrees. OR 3. Graduation of three years' duration with Mathematics as a compulsory subject and MCA with First Class or equivalent	2 years of relevant experience after acquiring degree of MCA.
	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.

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

Design

Faculty required 1:15 (Teacher: student ratio)

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

Programmes	Cadre	Qualification	Experience
Design	Assistant Professor	1. Bachelor's Degree or minimum 4 year Diploma in any one of the streams of Design, Fine Arts, Applied Arts and Architecture or Bachelor's degree in Engineering with First class or equivalent AND 2. Master's degree or equivalent Post Graduate Diploma in relevant disciplines with First Class or equivalent in a concerned / relevant /allied subject of Industrial Design / Visual Communication / Fine Arts / Applied Arts / Architecture / Interaction Design / New Media Studies / Design Management / Ergonomics / Human Factors Engineering / Indian Craft Studies and related fields of Engineering or Design.	Minimum 2 years of professional design experience in Industry /research organization / Design studios.
	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.

Note: Sanctioned student's intake shall be considered for all UG (4) years for calculating Teacher: Student ratio.

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 having at least 5 years' regular service in RIT would be eligible for the sponsorship.
- In an academic year, candidates will be sponsored for Ph.D. as per the need of department and institute. Department Post Graduation Committee (DPGC) will recommend the name of faculty for the Ph.D. sponsorship to Director RIT as per the following categories.
- **Category A:** Faculty pursuing Ph.D. in 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 service 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 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 service 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 if Ph.D work is not completed in stipulated period of three years . DPGC will recommend his/her extension to Director. Director will decide to sanction his/her extension as well as salary for extension period.

- **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 service to RIT for minimum 3 years from the date of award of Ph.D. degree.
- 1) It will be governed by the rules and regulations existing or amended in future as to the pay scale, deputation etc. and cannot demand any claim outside rules and regulation.



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- 2) If sponsored faculty leaves the institute without completion of Ph.D., he has to pay six months' gross salary to institute as per current salary amount.
- 3) After completion of the Ph.D. degree if faculty leaves the institute, then he/she has to pay Gross salary to institute as per following details
 - a. Within one year: - Gross salary of 30 Months.
 - b. After Completion of 1 Year - Gross salary of 24 Months.
 - c. After Completion of 2 Years - Gross Salary of 18 months.
 - d. After Completion of 3 Years - Gross Salary of 12 Months.
 - e. After Completion of 4 Years - Gross Salary of 06 Months.
- 4) If the sponsored faculty leaves the institute without completing the agreement, he/she shall not claim gratuity.
- 5) Every sponsored candidate will submit yearly progress report to respective DPGC.
- 6) Every sponsored faculty shall have to submit a notarized bond to Director of RIT stating the conditions of services for pursuing Ph. D program as per the above mentioned categories.
- 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.


REGISTRAR
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