



Recruitment Policy

Nashik Gramin Shikshan Prasark Mandal's College of Education, Anjaneri Nashik framed recruitment policy and service rules for the effective administration and smooth functioning PF the Institute.

- A. The Process of recruitment of Faculties by University Selection committee.
- B. The Process of recruitment of Faculties by Local Selection Committee.
- C. The Process of recruitment of Faculties on ad-hoc.
- D. The Process of recruitment of Teaching/Non-Teaching Staff.

A. The Process of recruitment of faculties by University Selection Committee.

The requirement of teaching staff considering student teacher ratio/cadre is Calculated as per The norms laid down by NCTE/UGC/SPPU/DHE/Mah.Gov.

1. Approval of Roaster by Savitribai Phule pune university
2. The Advertisement category-wise and post-wise viz. professor, Associate Professor, Assistant Professor is published in leading daily newspapers.
3. Applications are invited within the stipulated time period.
4. Applications also invited from eligible candidate's .
5. After stipulated number of day's the received applications is sorted subject-wise, post wise and Category-wise and a summary is prepared.
6. Short listing of applications of eligible candidates is done by principal of the Institute in Consultation with management as per the norms of NCTE/UGC/SPPU/DHE/Mah.Gov.
7. Selection Committee is obtained from Savitribai Phule Pune University, Pune .
8. After Co-ordination with selection committee members the dates of interview are finalized. The shortlisted candidates are intimated minimum 15 days in advance as per advance as per rules about the date, time and venue of interview by sending letter/email/mobile calls.
9. On the day of interview, original document verification is carried out before candidates attend the Interview Interview of eliogible candidates is carried out by Selection committee appointed by SPPU and selection report is submitted with 72 hours to SPPU as per University norms.
10. Appointment orders are issued by Nashik Gramin Shikshan Prasark Mandal's to the

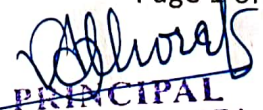


11. Selected candidates and they are given a time period of 15 days to one month for joining. However in some cases candidates are given extra time for joining on the basis of written acceptance to joining within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in entertained in such regard after due date.

12. The reports of selection committee along the required documents are submitted to approval Section of SPPU.

B. The Process of recruitment of Faculties by Local Selection Committee.

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need. The requirement of faculties is calculated considering Student Teacher Ration as per the norms laid down by NCTE/UGC/SPPU/DHE/Mah.Gov.
2. The advertisement Category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor, Assistant Professor is published in two leading newspapers.
3. Applications are invited within the stipulated time.
4. After stipulated number of days, the received applications are sorted subject-wise Post wise and category-wise and a summary is prepared.
5. Short listing of applications of eligible candidates is done by Head of the Department in consultation with principal as per the norms of NCTE/UGC/SPPU/DHE/Mah.Gov.
6. Selection Committee is formed by Principal and Management with two subject experts of other institute which are On the University Panel.
7. After Coordinating with Selection Committee Members the dates of interview are finalized.
8. The Shortlisted candidates are intimated minimum 15 days in advance about the date ,time and venue of interview by sending letters /email/telephone calls.
9. On the days interview, original documents carried out before verification is carried out before candidates attend the Interview.
10. Interview of Eligible candidates is carried out by Local Selection Committee.
11. The reports of selection committee along with the required documents are Submitted to approval section of SPPU. In case of Local selection ,candidates, the approval is given by the SPPU for one academic year.
13. Appointment orders are issued by NashikGraminShikshanMandl's ,Nashik to the selected candidates and they are given a time period of 15 days to one month for joining .However in some cases candidates are given extra time for joining on the basis of written acceptance to joining within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.


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C. The Process of recruitment of Faculties on ad-hoc

A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on a-hoc basis.


1. Few candidates are shortlisted from the bio-data received at department level or from reference of these faculties/HOD/Principal. Educational interviews are conducted at college level by an internal committee are recommended for further approval from the management.
2. After the consent from the management, the recruitment of candidate is done on purely temporary ad-hoc-basis for one academic year only.

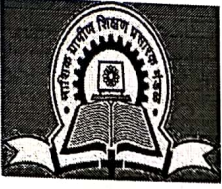
D. The Process of requirement of Technical/NON-Teaching staff.

The requirement and availability of teaching and Non-teaching staff is reviewed as and when required.

1. The advertisement is published in leading newspapers and applications are invited within the stipulated time.
2. After stipulated number of days the received applications are sorted and a summary is prepared.
3. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the eligibility norms. Selection committee is formed by principal and management with subject expert and head of department.
4. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters/email/ mobile calls.
5. On the day of interview, original documents verification is carried out before candidates attend the interview.
6. Interview of eligible candidates is carried out by the Committee.
7. The reports of selection committee along with the required documents are submitted to Principal and management.

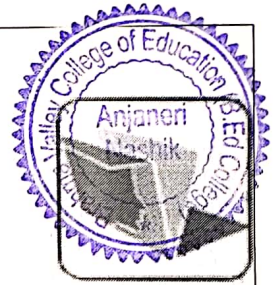
Appointment orders are issued by Nashik Gramin Shikshan Mandal's Nashik to the selected candidates and they are given time period of 15 days month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such after due date.


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Anjaneri, Nashik



Nashik Gramin Shikshan Prasarak Mandal's
Brahma Valley College of Education

Affiliated to Pune University,
ID.No.PU/NS/B.Ed/104/2007, College Code No.: APW03488/123407,
NCET Code No.:WRC/APW03488/123407/2006/C-2163
Anjaneri, Tal: Trimbakeshwar



Performance Appraisal Policy

Appraisal Policy for Teaching Staff:

Under the guidelines of State Government and Savitribai Phule Pune University, Pune about the appraisal policies for teaching and non-teaching staff, institute has designed their own appraisal policies for teaching staff working in the institutes and same is as under:

1. In order to evaluate the performance of the teacher, he she asked to fill self appraisal form, which is divided in three broad categories as follows:

Category I: Teaching, Learning and evaluation related activities

Maximum marks: Assistant Professor (60 Marks)

Associate Professor (50 Marks)

Professor (50 Marks)

Category II: Professional development, Co-curricular and Extension activities

Maximum marks: Assistant Professor (70 Marks)

Associate Professor (70 Marks)

Professor (70 Marks)

Category III: Research, publications and academic contributions

Maximum marks: Assistant Professor (60 Marks)


Associate Professor (50 Marks)

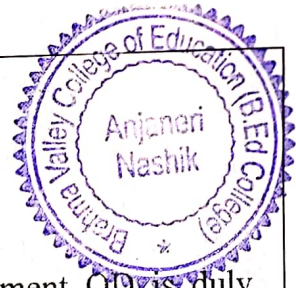
Professor (50 Marks)

2. He/she has to submit this form concerned Head of the Department at the beginning of an every year for checking the claimed score based on documents enclosed. Further submitted to the Admin section for confirmation then Principal.

3. Principal then forward this appraisal form Sanstha Office for further actions.

4. Chief Executive Officer finally approves or disapproves the form based on all remarks.


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Appraisal Policy for Non-Teaching Staff:

In addition, the assessment of Non-Teaching Staff report of concerned department OD is duly submitted to the Principal at the at the begining of an every year. Same is forwarded to higher authority of Sanstha in structured questionnaire. The decisions of higher authority/Management are final.

The blank Self Assessment format is given below:

- A. For Teaching faculty
- B. For Non-Teaching faculty /support staff.


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