

Faculty Recruitment Policy Document

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1. Objective

This policy aims to outline the methodology and guidelines for determining the required faculty recruitment numbers for academic programs offered at the institution, adhering to the norms specified by the All India Council for Technical Education (AICTE) and the affiliating university (Osmania University).

2. Governing Regulations

The recruitment of faculty is governed by the following norms:

2.1 AICTE Norms

As per AICTE's guidelines, the teacher-to-student ratio should be maintained as follows:

- **Management (MBA):** 1:20
- **Computer Applications (MCA):** 1:20

Faculty designations and minimum qualifications are defined under AICTE's Approval Process Handbook. This includes roles such as Assistant Professors, Associate Professors, and Professors, with specific requirements for qualifications, experience, and research contributions.

2.2 Affiliating University (Osmania University) Norms

Adherence to Osmania University's norms for faculty recruitment includes ensuring compliance with:

- Faculty qualifications and experience as mandated by the university.
- Workload norms for teaching, research, and administrative responsibilities.
- Approval of faculty appointments by the university for maintaining academic standards.

3. Calculation of Faculty Requirements

The required number of faculty members is determined using the following formula and principles:

3.1. Student Strength:

Determine the sanctioned student intake for each program, considering all years of study.

3.2. Teacher-to-Student Ratio:

Apply the prescribed ratio based on AICTE norms for each discipline.

For example:

If a program has a sanctioned intake of 300 students for Management, the required faculty strength is calculated as:

$$300 / 20 = 15 \text{ faculty members.}$$

3.3. Faculty Cadre Ratio:

Ensure compliance with the prescribed cadre ratio by AICTE for Assistant Professors, Associate Professors, and Professors, typically in the ratio of 6:2:1.

For example:

If 20 faculty members are required, the distribution should be:

- Assistant Professors: 12
- Associate Professors: 4
- Professors: 2



4. Recruitment Process

4.1 Planning:

Annually review the student intake, program expansions, and retirements/resignations to determine recruitment needs.

4.2 Approval:

Prepare a recruitment plan based on calculated requirements and obtain approval from the Governing Council and the affiliating university.

4.3 Advertisement and Selection:

- Publish faculty recruitment advertisements specifying qualifications, experience, and specialisation areas as per AICTE and university norms.
- Form selection committees comprising representatives from the university, subject experts, and institutional leadership.

4.4 Compliance Reporting:

Submit the finalised faculty roster to AICTE and Osmania University through their online portals for approval and compliance audits.

5. Monitoring and Review

- Periodically review faculty requirements to align with changes in regulations, program demands, and institutional goals.
- Ensure that faculty recruitment aligns with sanctioned strength and approved teacher-to-student ratios.

6. Relevant Sections of AICTE Approval Process Handbook (latest edition)

Approval Process Handbook 2024-2027

5.3 Post Graduate Degree Programme

Programme	Faculty: Student based on Approved Intake	Principal/Director	Professor	Associate Professor	Assistant Professor	Total
		A	B	C	D	A+B+C+D
Engineering and Technology*	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
Planning	1:10	-	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10xR}$	$\frac{S}{10}$
Applied Arts and Crafts	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
Design	1:15	-	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15xR}$	$\frac{S}{15}$
Hotel Management and Catering Technology*	1:12	-	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12xR}$	$\frac{S}{12}$
Computer Application (MCA)#	1:20	1	$\frac{S}{20xR} \times 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$
Management MBA/ PGDM#	1:20	1	$\frac{S}{20xR} \times 1$	$\frac{S}{20xR} \times 2$	$\frac{S}{20xR} \times 6$	$\frac{S}{20}$

S - Sum of the number of students as per "Approved Intake" for all years In case of non-availability of qualified Professor, an Associate Professor may be considered.
 *R = (1+1+1); #R = (1+2+6)

In case of the average admission during last 3 years is less than or equal to 50% of the average sanction intake, the requirement of faculty members shall be reduced by 25% on account of the number of batches of students going to laboratory/ project work/ seminars/workshops etc. The same is illustrated below.

Sanctioned Intake during last 3 academic years.	Average admissions during last three academic years	Duration of course in years	Faculty required as per norms	Faculty required as per recommendations
300	175 (Above 50 %)	4	60	60
300	130 (Below 50 %)	4	60	45 (60 X 0.75)

In case of non-availability of qualified Professor, an Associate Professor may be considered.

In Integrated Planning Course, Faculty requirement is 1:16 for the first three years and 1:10 for the next two years.

Cadre Ratio shall be 1:2:6 (Not applicable to Diploma Level).



7. Conclusion:

This policy ensures that the institution recruits adequate and qualified faculty members to maintain academic standards, comply with regulatory norms, and provide quality education to students.

A handwritten signature in black ink, appearing to be 'B. Srinivas'.

Chairman

CHAIRMAN

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Copy to:

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