



Basavarajeshwari Group of Institutions

BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT

NAAC Accredited Institution*

"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village,
BALLARI - 583 104 (Karnataka)

Ph: 08392-237167/237153 Fax: 237197, e-mail: bitmbly@gmail.com

Website: www.bitm.edu.in



RECRUITMENT POLICY

&

PROCEDURE

WITH

BOARD OF APPOINTMENTS

RECRUITMENT PROCEDURE

1. Introduction:

The vision of BITM is “To contribute valuable graduates for industry and society through excellence in technical & management education and research”. This translates into an organizational goal to identify, recruit and retain highly qualified, talented, and diverse faculty / staff, for positions in all academic fields.

The recruitment of faculty / staff is a crucial activity at BITM. The Board of Appointment (BOA) was constituted specifically for governing the recruitment procedure.

1. The process of recruitment includes:

- 1.1 Search for prospective candidates
- 1.2 Shortlisting of prospective candidates
- 1.3 Preliminary Interview (For entry level positions only)
- 1.4 Final Interview with the BOA
- 1.5 Issue of Appointment Orders

1.1. Search for Prospective Candidates:

The search for prospective candidates is implemented in the following two ways simultaneously:

- Advertisements are placed in the leading Kannada and English dailies listing the open positions
- The details of the open positions like eligibility criterion, scales of pay and other conditions are displayed on the BITM website

The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

Application Procedures:

- Application form can be obtained from the college office. The application can also be downloaded from the website;
- Retired personnel from teaching/industry and R&D are encouraged to apply for the posts
- The duly filled application along with required enclosures should reach on or before the prescribed date. The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No, Email ID and the names of two referees (with contact information) together with copies of certificates and Marks cards (of all the years/semesters) etc.,
- Separate applications are to be submitted in the event of candidates applying for more than one category of post.
- Candidates who had applied for the same posts before have to apply a fresh again
- All appointments will be on probation not being less than two years as per relevant rules
- The age limit is as per the Karnataka Civil Service (General Recruitment) Rules and subsequent orders in force and is relaxable to the extent as provided in the said rules and also in respect of retired candidates.

1.2 Shortlisting of prospective candidates:

Applications, when received, are organized, relevant information summarized, and sent to the respective HOD by the Administrative office for short listing. The objective of short listing is two folds: -

3.1 To reject applications that do not meet eligibility criteria

3.2 To shortlist the candidates from the remaining list so that the number of candidates to be called for interview with the BOA remains within manageable limits.

Usually, primary concerns at this stage are the educational background, previous experience and research activities done by the candidate. The concerned HOD shortlists the candidates based on the requirements of the respective department. The resumes of the shortlisted candidates are further ranked in the order of merits by the concerned HOD and sent to the Central office along with their comments and observations for the next level of the Recruitment Process.

1.3 Preliminary Interview (For entry level positions only):

Initially the candidates applying for entry level positions will be screened by the HOD, and HOD conducts preliminary interviews which includes written test, evaluation of the written test and other criteria. The shortlisted candidates to evaluate them for their suitability and to ensure that the prospective candidates have the requisite skills and confidence in their respective domain.

During this round, the HOD get an opportunity to assess the candidates better and the candidates get an opportunity to familiarize themselves with the college.

As this round concludes, the resumes of all the eligible candidates are forwarded to the BOA for the final round of interview.

1.4 Final Interview with the BOA

The BOA conducts the final round of interviews with the shortlisted candidates by taking demonstration for teaching, ability to teach black board presentation, audibility, students interactivensess, including subject knowledge etc. The successful candidates are issued offer letters. After receiving acceptance letters from the candidates, appointment orders are issued to them.

BOA can appoint any appointment on Ad hoc basis and same can be ratified during interview process. The Ad hoc appointment can be issued by the Director of BITM.

Note: All the meetings / interviews are scheduled in consultation with the head of the Institution, BITM.

1.5 Issue of Appointment Order.

All the appointment orders are issued by the Director, as per the recommendations of BOA, clearly mentioning all the terms and conditions as per the Service Rules of the College. This appointment is subjected to Governing Body approval.

2. Qualification / Experience / Pay Scale for Faculty & Staff:

- 2.1 Minimum Qualification and Experience prescribed for Faculty of Engineering / MBA / MCA as per AICTE (All India Council for Technical Education) norms
- 2.2 Minimum Qualification and Experience prescribed for Faculty of Architecture as per COA (COUNCIL OF ARCHITECTURE) norms
- 2.3 Scale of Pay for Faculty of Engineering / Architecture / MBA & MCA as per AICTE
- 2.4 Minimum Qualification and Experience prescribed for Non-Teaching (Technical & Administrative) Staff as per State Government / C&R Rules.

2.5 Scale of Pay for Non-Teaching (Technical & Administrative) Staff as per
 State Government

LIST OF BOARD OF APPOINTMENT COMMITTEE MEMBERS – 2019-20

S.No	NAME	Designation	Position
1	Dr. Yashvanth Bhupal	Chairman & Director	Chairman
2	Prof. Prithviraj. Y. J	Deputy Director	Member
3	Dr. V. C. Patil	Principal	Member
4	Dr. Yadavalli Basavaraj	Vice-Principal	Member
5	Departmental Heads	HOD's	Members
6	University Nominee	---	Member
7	Subject Experts	---	Member
8	Sri. P. Amareshayya	Administrative Officer	Member

Promotion Policy

1. All promotions shall be considered on the basis of merit- cum/seniority basis and availability of necessary positions.
2. The committee for promotion, in which Director shall be the Chairman, with two Professors (HOD/Dean & Principal), Administrative Officer and Management Representative
3. The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this chapter and as per AICTE norms, subject to the condition that there has not been any disciplinary action

taken against such candidate for promotion, for any misconduct he/she has committed during the service.

4. Under normal circumstances the senior most member of the staff shall be considered for **promotion to the next higher level position**, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualifications
5. Those who are promoted shall be fitted in the Scale of Pay applicable to that category.
6. All decisions on promotions shall be taken up in governing council and approved the same.


Chairman & Director,
Ballari Institute of Technology & Management,
BELLARY.



Basavarajeshwari Group of Institutions
BALLARI INSTITUTE OF TECHNOLOGY & MANAGEMENT



NAAC Accredited Institution*

"Jnana Gangotri" Campus, Bellary-Hospet Road, Near Allipura Village,
BALLARI - 583 104 (Karnataka)
Ph: 08392-237167/237153 Fax: 237197, e-mail: bitmbly@gmail.com
Website: www.bitm.edu.in

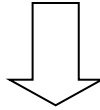
BOARD OF APPOINTMENTS (BoA)

PROCEDURE, RULES & REGULATIONS

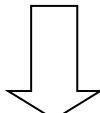
DATE OF EFFECT: 2015

Process for Recruitment of Faculty

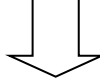
Receive Requisition forms for faculty requirement from the departments.



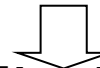
Board of Appointments Evaluates



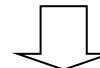
Finalize the List of vacancies for Recruitment



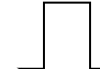
Release of Advertisements



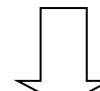
Scrutiny of the Applications by Departments



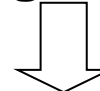
Call for Interview



Conducting of Interview with Experts



Shortlisting of Candidates



Release of Appointment Orders


Chairman & Director,
Ballari Institute of Technology & Management,
BELLARY.