



# Everest Educational Society's Group of Institutions

*College of Engineering & Technology*

Ohar, Jatwada Road, Aurangabad – 431008, MS [India]

## **POLICY DOCUMENT**

### **RECRUITMENT AND SELECTION PROCESS**

Everest College of Engineering & Technology (ECOE&T), Ohar, Aurangabad adheres to the service rules set by the AICTE and transparently follows established university recruitment procedures. A selection committee comprising university representatives, management representatives, the principal, and external subject specialists assesses candidates based on their interview performance and qualifications aligned with UGC requirements. Both teaching and non-teaching staff enjoy benefits like PF, gratuity, Mediclaim, and others.

The institution has implemented clear promotion practices, transitioning from the previous appraisal process to the new Academic Performance Indicators (API) system. To ensure continuous improvement, student feedback on teaching quality, learning experience, and institutional governance is collected twice per semester, driving rapid adjustments where needed.

#### **Model Framework for Faculty/Staff Recruitment:**

To uphold open and transparent recruitment, this framework outlines three categories for faculty/staff positions:

1. **Academic:** It includes but not limited to Director, Principal, Vice-Principal, Professor, Associate Professor, Assistant Professor, Lecturer, Librarian, (and other academic roles).
2. **Administrative:** It includes but not limited to Admin Officer, Finance Officer, (and other administrative roles).
3. **Technical:** It includes but not limited to Technical Officer/Assistant, Assistant Librarian, (and other technical roles).

#### **Transparency Measures:**

- Clear vacancy announcements published through multiple channels.
- Defined eligibility criteria and selection process communicated openly.





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- Composition of the selection committee made public, ensuring diverse representation.
- Interview scores and rationale for candidate selection documented and accessible upon request.
- Regular updates provided throughout the recruitment process.

### **Additional Recommendations:**

- Consider utilizing online application and recruitment platforms for wider reach and efficiency.
- Implement diversity and inclusion initiatives to attract a broader pool of qualified candidates.
- Conduct reference checks and background verifications for shortlisted candidates.
- Offer training and development opportunities for all recruited faculty and staff.

By implementing this framework and additional recommendations, ECOE&T can ensure a fair, transparent, and effective recruitment process that attracts and retains high-quality faculty and staff, ultimately contributing to the institution's success.



**Principal**

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COLLEGE OF ENGINEERING & TECHNOLOGY**