

# **Recruitment & Promotion**

**(Effective from June 1, 2013)**

**(Revised and reinforced from February 2, 2026)**

## **Assistant Professors:**

### **Policy: Recruitment as per prevailing AICTE norms.**

- Minimum qualification for Engineering Courses: MTech in the relevant discipline, with First Class at the B.E. level. A professional experience of 2–3 years is desirable.
- Minimum qualification for MBA: Bachelor's degree in any discipline, and a First Class or equivalent Master's degree in Business Administration / PGDM / MCom or professional qualifications such as CA/ICWA/CS. A professional experience of 2 years after acquiring the Master's degree is required. Preference will be given to candidates qualified in NET / SLET.

### **Procedure:**

1. The requirement of staff both teaching and non-teaching needed for the subsequent semester is determined by each HoD (as per VTU/AICTE guidelines) at the end of a semester and presented at the HoDs meeting.
2. The requirements are discussed in HoDs meeting and decision to appoint/recruit staff is taken.
3. Office sends out an advertisement in reputed newspapers.
4. The applications received are sorted and sent to respective departments for further action.
5. Department scrutinizes the applications and those eligible are shortlisted. They also add applications received during the previous semester for scrutiny.
6. Short listed candidates for asst. professors are called for a demonstration evaluated by HoD and at least three other senior faculties.

7. The listed candidates are interviewed by the Appointed Board consisting of Director, Additional Director, Principal, Dean, Deputy Director, nominee of the University / Commission, respective HoD and is chaired by Secretary, BNMEI.
8. Based on the performance, a merit list is prepared and the candidates are given appointment order.
9. Candidates not meeting the eligibility criteria for appointment as Associate Professor or Professor will be placed as Assistant Professors.

### **Associate Professors and Professors:**

#### **Policy: Recruitment as per prevailing AICTE norms.**

The minimum qualification is Ph.D., in relevant field with minimum 8 years teaching / research experience for Associate professor and 10 years experience for Professors.

#### **Procedure:**

Largely these positions are filled by invitation / advertisement and interview by the Board of appointment mentioned above.

#### **Recruitment of non-teaching staff:**

All laboratory instructors are appointed following the procedure given above for Assistant professors except for an additional written examination and/or demonstration.

General guidelines are:

1. Diploma with 5 years' experience for Foreman.
2. Diploma with at least 2 years' experience for Lab. Instructor
3. ITI with at least 1 year experience for a Mechanic / Assistant Instructor.

#### **Promotional policies:**

All promotions are based on requirement and faculty acquiring qualifications / experience prescribed by AICTE for the post. Preference will be given to internal staff to fill higher positions before considering outside candidates.