

## Govt. Mahila Engineering College, Ajmer

Minute of Meeting

Date: July 05, 2015

Agenda: Guidelines for Preparation of merit and calling the guest faculty members in the department for their services.

Reference: Administrative problems of departments due to un-availability of suitable M.Tech. / M.E. candidate for guest faculty post.

A meeting of HODs and central administrative committee was held with coordinator academics and the principal on 05.07.2015 in the chamber of the principal to frame guidelines for preparing merit list and deciding sequence of calling empanelled guest faculty members in the departments for their service. It was discussed and resolved that to solve the practical problems in this regard, following procedure may be adopted:

## A) PREPARING THE MERIT:

On the basis of written test, marks of experience, presentation, higher qualification and personal interview merit list shall be prepared as below:

1. List I: In this list 1.5 times candidates shall be empanelled against the required number of guest faculty members in each department. This empanelment shall be purely on the basis of merit.
2. List 2: In this list remaining candidates in order of merit shall be kept.

## B) SEQUENCE OF CALLING THE EMPANELLED GUEST FACULTY MEMBERS FOR THEIR SERVICE IN THE DEPARTMENT:

1. In lieu of AICTE norms of minimum qualification, candidates from List-I who have M.Tech/M.E. degree on the date of interview shall be called on priority in order of merit. Candidates having higher merit but do not have M.Tech./M.E. degree shall kept in queue.
2. If no M.Tech./M.E. candidate is left in List-I, then from List-I, candidates who have degree B.Tech./B.E. may be called for service in order of merit.
3. In worst case if there is no candidate available in List-I, department may fulfill their requirement using list-II.

for

for

for

Chy

for

for

1/2

Govt. Mahila Engineering College, Ajmer  
Minute of Meeting


91

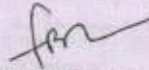
Date: July 05, 2015

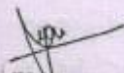
Agenda: Guidelines for Preparation of merit and calling the guest faculty members in the department for their services.

Reference: Administrative problems of departments due to un-availability of suitable M.Tech. / M.E. candidate for guest faculty post.

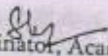
4. Candidates from List-II who have M.Tech/M.E. degree on the date of interview shall be called on priority in order of merit. Candidates having higher merit but do not have M.Tech./M.E. degree shall kept in queue.
  5. If no M.Tech./M.E. candidate is left in List-II, then from List-II, candidates who have degree B.Tech./B.E. may be called for service in order of merit.
- C) FOR MCA: Only one list shall be prepared on the basis of merit and empanelled candidates shall be called for service in order of merit.

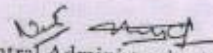
  
(HOD ECE)


  
(HOD EE/EEE)

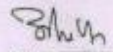
  
(HOD CS/IT)

  
(HOD MCA)

  
(Coordinator, Academics)

  
(Central Administrative committee)

  
Registrar

  
(Principal)