

Standard Operating Procedure (SOP)

Engagement of Retired Guest Faculties in Non-Government Aided Colleges

Step 1: Vacancy Creation (At College level)

Performed By: College Admin

Procedure

1. Login to the HIMS Portal using College Admin credentials.
2. Navigate to **Human Resource** → **Vacancy Management** → **Add Vacancy**.
3. Enter all required vacancy details.
4. Click **Submit**.
5. Click on the ok button on the popup message.
6. The vacancy will appear in the Vacancy List, where it can be viewed or deleted if required.

Outcome

- Vacancy details are successfully created in the system.
- The created vacancy becomes available for raising a Guest Faculty requisition.

Step 2: Guest Faculty Requisition (At College level)

Performed By: College Admin

Procedure

1. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Add Requisition**.
2. Select the created vacancy.
3. Enter the Guest Faculty engagement requisition details.
4. Click **Submit**.
5. The requisition is forwarded to the Joint Secretary for verification.
6. The submitted requisition appears under the **Pending** tab.
7. After approval by the Joint Secretary, the requisition is moved to the **Approved** tab.

Outcome

- The Guest Faculty requisition is approved and becomes available for advertisement creation.
- The College Admin can proceed with publishing the advertisement.

Step 3: Advertisement Publication (At College level)

Performed By: College Admin

Procedure

1. Login to the HIMS Portal using **College Admin** credentials.
2. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Add Advertisement**.
3. Select the approved requisition.
4. Enter the **Advertisement Number**.
5. Select the **Advertisement Start Date** and **Advertisement End Date**.

- The **Start Date** is the date from which candidates can begin submitting applications.
 - The **End Date** is the last date for submission of applications.
6. Upload the Advertisement Copy.
 7. Click **Send for Approval** to Principal.

Approval Process

Performed By: Principal

1. Login using **Principal** credentials.
2. Navigate to **Guest Faculty Module** → **Vacancy Management** → **Advertisement List**.
3. Open the **Pending** tab.
4. Click **View** against the advertisement.
5. Verify all advertisement details.
6. Click **Approve** to publish the advertisement or **Reject** to return it for correction.

Outcome

- Once approved, the advertisement will be published on the HIMS Portal.
- Candidates can submit applications during the advertisement period. (In between Start date and end date)
- After the advertisement closes, no further applications will be accepted.

Step 4: Document Verification (At college level)

Performed By: College Admin

Procedure

1. Login to the HIMS Portal using **College Admin** credentials.
2. Navigate to **Guest Faculty Module** → **Selection Process** → **Document Verification**.
3. Open the **Pending** tab.
4. Click **View Application** against the candidate.
5. Verify all uploaded documents, including:
 - Educational Qualification Certificates
 - Retirement Documents
 - Experience Certificates
 - Identity Proof
 - Other mandatory documents prescribed by Government.
6. Click **Action**.
7. Select:
 - **Approve**, if all eligibility criteria are satisfied.
 - **Reject**, if mandatory documents are missing or eligibility conditions are not fulfilled.

Outcome

- Approved applications move to the **Approved** tab.
- Rejected applications move to the **Rejected** tab.

Step 5: Candidate Scrutiny (At College Level)

Performed By: College Admin

Procedure

1. Navigate to **Selection Process** → **Scrutinization Process** → **Create Scrutiny**.
2. Open the **Pending** applications.
3. Click **View Application**.
4. Review the complete application along with verified documents.
5. Verify the candidate's eligibility as per Government guidelines.
6. Click:
 - **Approve** for eligible candidates.
 - **Reject** for ineligible candidates.

Outcome

- Approved candidates become eligible for interview scheduling.
- Rejected applications are moved to the **Rejected** list.

Step 6: Interview Committee Configuration (At College Level)

Performed By: College Admin

Procedure

1. Navigate to **Selection Process** → **Staff List**.
2. Select the internal faculty members who will be part of the Selection Committee.
3. Enable **Is Interview Selection Member** against the selected staff.
4. Click **Confirm**.
5. Click **Add External Member**. (OES Officer nominated by RDE)
6. Enter the details of the nominated external expert.
7. Save the details.

Outcome

The interview panel is successfully configured for the recruitment process.

Selection Committee Composition

As per Government Guidelines, the Selection Committee shall consist of:

- President of the Governing Body (Chairperson) or Nominee
- Principal/Principal-in-Charge of the Institution
- Head of the Concerned Department
- OES Officer nominated by the Regional Director of Education (RDE)

Note: The Selection Committee shall conduct scrutiny, interaction, evaluation and preparation of the merit panel.

Step 7: Interview Scheduling (At College level)

Performed By: College Admin

Procedure

1. Navigate to **Interview Management** → **Interview Schedule**.
2. Select one or more approved candidates.
3. Click **Schedule Interview**.
4. Enter:
 - Interview Date
 - Start Time
 - End Time
 - Interview Venue
 - Interview Mode (Online/Offline)
 - Additional Instructions (if any)
5. Click **Schedule**.

Outcome

- Interview notifications are automatically sent to selected candidates.
- Scheduled interviews are displayed in the **Interview List**.
- If required, interviews may be rescheduled through the **Re-Scheduled** tab.

Step 8: Conduct of Interview (At College level)

Performed By: Selection Committee

Procedure

1. Conduct the interview on the scheduled date.
2. Verify the candidate's physical attendance.
3. Verify original documents submitted by the candidate.
4. Evaluate each candidate based on: **(Attached in [Annexure- A](#))**
 - Academic Career
 - Higher Qualification
 - Teaching Experience
 - Research Publications
 - Interview Performance
5. Award marks as per Government-prescribed evaluation criteria.
6. Enter interview marks in the HIMS Portal.
7. Finalize the subject-wise merit list.
8. Submit the recommendations for approval.

Important Notes

- Physical attendance of the candidate during the interview is mandatory.
- Weightage shall be awarded strictly in accordance with Government guidelines for:
 - Academic Career
 - Teaching Experience
 - Research Publications
 - Interview Performance

ANNEXURE-A

(An objective system of evaluation of guest Faculty for Teaching posts)

	DEGREE	Marks (1st Div)	Marks (2nd Div)	Marks (3rd Div)
1	10th	3	2	1
2	+2	4	3	2
3	+3 Hons	5	3	2
4	Distinction	2		
5	PG (At least 55%)	8	6	Nil
6	M.Phil	8		
7	P.hD	10		
8	Teaching Experience (Only in UG and PG classes, 1 mark for each year maximum up to 10 marks	10		
9	Research Publications (2 marks for each publication maximum 10 marks)	10		
10	Total	60 Marks		