

Federal Institute of Science and Technology (FISAT)[®]



Focus on Excellence

Policy on Staff Selection



Hormis Nagar, Mookkannoor P.O.
Angamaly -683577, Kerala, India
An ISO9001:2015 Certified Institution
Accredited by NBA (CSE, EEE, ECE, EIE, ME)
& NAAC with 'A' Grade



Policy on Staff Selection

FISAT has a robust policy to recruit and retain faculty members as per requirements of the institution considering the workload required for the position, qualification and work experience criteria and Faculty-Students ratio prescribed by AICTE.

At the end of each semester, the HODs review the staff position for the departments.

Those who want to leave the college for various reasons, like higher studies, changing to industry, research and development are asked to inform the management before March 31 and September 30 respectively.

The HODs consolidate the load in theory, lab/workshop, drawing, administrative work etc., and calculate the required number of faculty members to manage the various workloads of teaching, lab classes and other administrative work of departments and college. The above requisitions are scrutinized by the Principal and Chairman and approved accordingly. The Principal does consolidation of various department reports.

Advertisements are published in leading newspapers specifying qualification, experience required, and job profile. Chairman and Principal approve these advertisements before they are released to the press. The applications in response to the advertisements are scrutinized first by the HODs, and subsequently approved by the Principal.

The procedure for screening and selection of candidates for interview shall be as per the HR policy of the institution.

The interview board finalizes a rank list for each post based on the candidate performance in the interview. The matter relating to pay etc. of various posts are also discussed with the candidates at the time of interview. The final rank list is prepared soon after the completion of the final interview. Those who are finally selected are given appointment letters signed by the Chairman / Secretary Acceptance of appointment/offer is required to be submitted latest by 10 days from the date of issue of appointment letter.



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