



# CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT PRASANTA SUR CAMPUS

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## POLICY OF SANCTIONED POSTS FOR FACULTY MEMBERS

Secretary  
Calcutta Institute of  
Engineering and Management

[Note: This document contains 06 pages including this front page]

This policy is discussed and approved in the meeting of governing body of CIEM society and this is effective from 19<sup>th</sup> June, 2009.

  
Secretary  
Calcutta Institute of  
Engineering and Management

SECRETARY,  
CIEM SOCIETY

DATE: 19.06.2009.

## CONTENTS

	Page No.
INTRODUCTION	4
PURPOSE	4
FACULTY NORMS AND RATIOS	4
SANCTIONED POSTS	4
RECRUITMENT AND APPOINTMENT	5
REPORTING AND DOCUMENTATION	5
COMPLIANCE AND REVIEW	6
CONCLUSION	6

## **INTRODUCTION**

CIEM strictly follows the AICTE norms in the sanction of the required number of teachers and also the eligibility of the teachers. The Board of Governors will sanction the required number of teachers and ensures that the entire recruitment process be completed well ahead of the commencement of the academic year.

This policy document outlines the norms to be followed by CIEM regarding the recruitment percentage of full-time teachers against the sanctioned posts (by AICTE) including management-sanctioned posts, in accordance with AICTE faculty norms and ratios.

## **PURPOSE**

The purpose of this policy is to ensure that CIEM maintain appropriate faculty strength and adhere to prescribed faculty norms and ratios, as per AICTE norms, to maintain academic standards and quality education delivery.

## **FACULTY NORMS AND RATIOS**

AICTE provides guidelines regarding the minimum qualifications, experience, and ratio of faculty members required for various programs and disciplines offered by technical institutions. These norms and ratios are periodically updated and communicated by AICTE.

## **SANCTIONED POSTS**

### **TEACHING POSTS**

The sanctioned teaching posts in AICTE approved colleges shall be determined based on the faculty norms and ratios specified by AICTE for each program and discipline.

The distribution of teaching posts shall be as per the requirements of each department or discipline within the college.

CIEM must ensure that they have the necessary faculty strength to meet the academic and administrative requirements of each program offered.

## **MANAGEMENT SANCTIONED POSTS**

In addition to the teaching posts sanctioned by AICTE, colleges may have management-sanctioned posts based on their individual requirements and organizational structure.

Management-sanctioned posts may include administrative positions, department heads, coordinators, and other non-teaching roles necessary for the effective functioning of the institution.

The creation and sanctioning of management posts should be done in accordance with the college's policies and procedures, ensuring transparency and accountability.

## **RECRUITMENT AND APPOINTMENT**

Recruitment and appointment of faculty members to sanctioned posts shall be conducted following due process, including advertisement, selection committees, interviews, and appointment letters.

The qualifications, experience, and other criteria for faculty recruitment shall comply with the AICTE norms and guidelines.

## **REPORTING AND DOCUMENTATION**

Colleges must maintain accurate records of sanctioned teaching and management posts, including details such as position titles, departmental allocations, and recruitment history.

These records should be readily available for inspection by AICTE or other relevant authorities as and when required.

## **COMPLIANCE AND REVIEW**

CIEM is responsible for ensuring compliance with this policy and any other relevant regulations or guidelines issued by AICTE or other regulatory bodies.

Regular reviews of faculty strength, compliance with norms, and effectiveness of recruitment processes should be conducted to identify areas for improvement and ensure continuous compliance.

## **CONCLUSION**

This policy document outlines the sanctioned posts of teachers at CIEM including management-sanctioned posts, and emphasizes compliance with AICTE faculty norms and ratios. By adhering to these guidelines, colleges can maintain academic standards and provide quality education to students pursuing technical disciplines.