



Marathwada Mitra Mandal's Polytechnic

Sr. No. 4/17, Thergaon, Pimpri-Chinchwad, Pune- 411 033.

Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |
Automation & Robotics

Contact No.- 9657728182, Email ID- office@mmpolytechnic.com

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb G. Jadhav
Exe. President

Shri. Kishor H. Mungale
Secretary

Ref. No.

Date: 15/07/2025

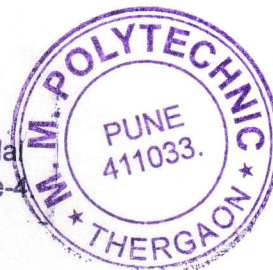
Standard Operating Procedure (SOP) for Recruitment

➤ The college follows the following recruitment process for the vacant posts-

1. Publication of Advertisement for the various vacant posts & inviting applications through Google Form.
2. The list received through Google Forms is sorted & eligible candidates will be called for an interview on a specific date.
3. The respective HODs with senior subject teachers undertake the interview & demo lecture of the candidates, followed by an interview with the Principal.
4. The shortlisted candidates will be called for a management interview round on a date specified by Management.
5. The management will select the candidates for the required post as per the requirement of the college.
6. The college then prepares the MoM of the selection committee along with the selected candidates' details & sends it to the central office of Mandal for approval.
7. After getting the approval, the college will prepare the appointment orders & send it the central office of Mandal for getting signatures on appointment orders.
8. After getting appointment orders with signatures, the candidate will be called for joining.
9. When the candidate comes for joining, the joining reports will be filled by the candidate & then registration will be done on the biometric punching machine.

The candidate then reports to the Principal & then the respective department head for taking the load.

[Signature]
Exe. President
Marathwada Mitra Mandal
Deccan Gymkhana, Pune-4



[Signature]
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Marathwada Mitra Mandal's
POLYTECHNIC
Thergaon, Pune - 411 033.



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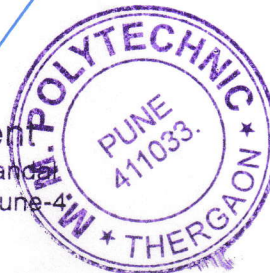
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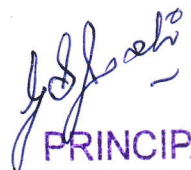
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