



कॉलेज ऑफ इंजीनियरिंग रूड़की COLLEGE OF ENGINEERING ROORKEE

Affiliated to UTU, Dehradun
Affiliated to UBTER
Approved by AICTE & MHRD, Govt. of India

Metric No. 6.2.2

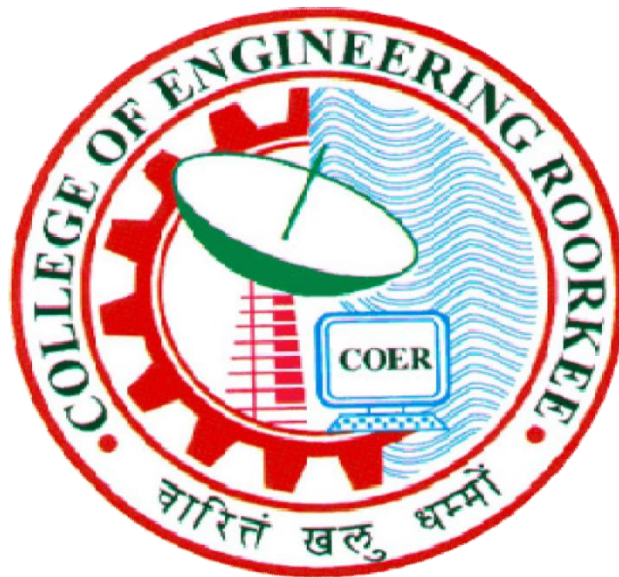
The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Recruitment Policies and Faculty Norms

This document contains Recruitment policies and faculty norms



**RECRUITMENT POLICIES
AND
FACULTY NORMS – PRESCRIBED BY AICTE**



COLLEGE OF ENGINEERING ROORKEE

AUGUST 2020

1. Teacher

- a) Teachers of the College mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the College or in any College or Institution maintained by the College and is designated as teachers by the Ordinances.
- b) A teacher of the College shall be a whole-time salaried employee of the College and shall devote his / her whole-time to the College and does not include honorary, visiting, part-time and ad-hoc teachers.
- c) Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of College or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Director General/Director, to any other academic work.

2. Recruitment

- i) The College issues all-India advertisement for recruitment to the teaching posts in leading national dailies giving at least 30 days' from the date of publication of the advertisement time and make appointments thereto on all India basis on the recommendations of the Selection Committee as per UGC Regulations on minimum qualifications for appointment of teachers and other academic staff in college and colleges and measures for the maintenance of standards in higher education 2010.
- ii) No fee is collected for processing application form by the college from time to time
- iii) In order to attract best talents, the College may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year.
- iv) The in-service candidates should apply through Proper Channel.

3. FACULTY NORMS - PRESCRIBED BY AICTE FOR VARIOUS PROGRAMMES

(Engineering & Technology)

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

- The regulations 2010 shall apply to technical institutions & College including Deemed College imparting Technical Education and such other course/ programmes and areas as

notified by Council from time to time.

- There shall be only three designations in respect of teachers in College and colleges, namely, Assistant Professors, Associate Professors and Professors.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a PhD and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- Faculty designated as Professors as on 05.03.2010 shall continue as Professors.
- The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2.

FACULTY NORMS - PRESCRIBED BY AICTE

BE./B.Tech

Faculty required 1:20 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Program me	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, inappropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years' experience in teaching / research / industry of which 2 years post PhD experience is desirable. In Case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that are for the post of Associate Professor,	Minimum of 10 years teaching/research / industrial experience of

		<p>applicable. Post PhD publications and guiding PhD students is highly desirable</p>	<p>which at least 5 years should be at the level of Associate Professor or Minimum of 13 years' Experience in teaching and / or Research and/or Industry. In case of research experience, good academic record and books/research paper publications /IPR/patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee.</p>
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4. Short listing of Applications

- a) The prescribed qualification and experience will be minimum, and the mere fact that a candidate possessing the same will not entitle him /her for being called for interview.
- b) The College will have the right to restrict the number of candidates to be called for interview, based on the recommendations of the Screening Committee constituted as per the Regulations for this purpose, to a reasonable number on the basis of qualifications and experience higher than the minimum prescribed or by any other condition that it may deem fit.
- c) The Scrutiny Committee for applications may evolve criteria for short listing the candidates to be called for the interview as per the UGC Guidelines in consultation with the Director.

5. Process of Selection

- a) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system pro forma, based on the Academic Performance Indicators (API).
- b) College may assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview stage.
- c) The process of selection of Associate Professor should involve inviting the bio-data with the duly filled Performance Based Appraisal System (PBAS) pro forma developed by the College based on the API criteria provided in UGC Regulation 2010.
- d) The publications shall be provided to the subject experts for assessment before the interview and the evaluation score of the publications provided by the experts shall be factored into the weightage scores while finalizing the outcome of selection by the selection committee.
- e) The process of selection of Professor shall involve inviting the bio-data with duly filled Performance Based Appraisal System (PBAS) pro forma developed by the College based on the API criteria based PBAS set out in UGC Regulations 2010 and reprints of five major publications of the candidates.

6. Selection Committee

The Selection Committee for the post of Assistant Professor in Colleges including Private Colleges shall have the following composition:

- i. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
- ii. The Director of the College.
- iii. Head of the Department of the concerned subject in the College.
- iv. Two nominees of the Vice Chancellor of the affiliating University
- v. Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel

7. Appointment

- a) In case of selection to two or more posts on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service.
- b) Number of posts advertised may be treated as tentative. The College shall have the right to increase/decrease the number of posts at the time of selection and make appointments accordingly.
- c) The Selection Committee's recommendations, when approved by the Executive Council, shall remain valid for a period of one year from the date of such approval.
- d) In cases of any disputes any suites or legal proceedings against the College, the jurisdiction shall be restricted to the Courts of Roorkee.

8. Promotion

- I. College ensure that the selection process for direct recruitment for various positions is carried out annually so as to maintain required faculty numbers and cadre ratio as per AICTE norms so that no loss is caused to students. Interviews for the promotions of the faculty members shall be carried out at a regular span annually to avoid any stagnation in career growth of faculty members.
- II. Candidates, who do not fulfill the minimum requirement proposed in the Regulation, will have to be re-assessed after a period of one year. The date of promotion shall be the date on which he / she satisfy all the minimum requirements and successfully reassessed.
- III. The constitution of the selection committee as applicable to these appointments / promotions of the Assistant Professor to Associate Professor and Associate Professor to Professor or Professor to Senior Professor is enumerated in Annexure-II of AICTE Guidelines 2010.
- IV. A teacher who wishes to be considered for promotion may submit in writing in the prescribed proforma as evolved by the College duly supported by all credentials to the Director of the College, within three months in advance of the due date, that he / she fulfils all requisite qualifications.



COER

COLLEGE OF ENGINEERING ROORKEE

Stage Designation	Entry Level
Stage-I	Assistant Professor
Stage-II	Assistant Professor (Senior Scale)
Stage-III	Assistant Professor (Selection Grade)
Stage-IV	Associate Professor
Stage-V	Professor
Stage-VI	Senior Professor

(Authorized Signatory)