



GUJARAT TECHNOLOGICAL UNIVERSITY

NORMS FOR FACULTY RECRUITMENT **IN SFI INSTITUTES-2019**

GTU/Endorsement/Norms/2019/4761

Date: 04 June, 2019

- Read:**
1. Published gazette of AICTE/Govt. of Gujarat/PCI/COA/Other apex body
 2. GTU Norms for faculty Recruitment in SFI Institutes-2014 dated 06/08/2014
 3. GTU Norms for faculty Recruitment in SFI Institutes-2017 dated 31/05/2017
 4. Resolution of Academic Council dated 09.08.2018
 5. Resolution of Academic Council dated 26.04.2019

CIRCULAR:

All the trustee & institute head affiliated with GTU are informed to follow strictly the following updated norms & procedure for teaching staff recruitment whose advertisement published from **Dt. 04 June 2019**.

As per the resolution of Academic Council dated 09.08.2018 & 26.04.2019, GTU will adopt recruitment norms made by apex body for endorsement of faculty members at affiliated institutes. So all institutes hereby informed to follow recruitment rules of their concerned apex body i.e AICTE/Govt. of Gujarat/PCI/COA/Other apex body, if any.

Note: Those institutes whose advertisement has already published before Dt. 04/06/2019 have to follow the norms & procedure as per the earlier circular Dt. 31/05/2017.

General Instructions for all programs :

- 1) Walk-in interviews are not allowed.
- 2) Whole interview process must be conducted under the guidance of VC Nominee & must be submitted file along with supportive documents of candidates.
- 3) GTU will depute more than one V.C. nominee in case of more than 30 candidates in a day.
- 4) Only those candidates are eligible for interview whose result has been declared and who has secured minimum qualification on or before last date of application submission, as published in advertisement.
- 5) Last date of receipt of application must be clearly mentioned in published advertisement for recruitment.
- 6) If university finds any invalid document(s); endorsement shall be withdrawn. Such a person will not be eligible for appointment in any GTU affiliated college. That person will be blacklisted on GTU website and legal action may be initiated against him/her by the university.
- 7) Endorsement is valid up to 65 Yrs. for any regular post.
- 8) Endorsement is valid for particular institute & post.
- 9) Joining letter of selected candidate is required for endorsement process.
- 10) GTU has adopted recruitment norms made by apex body for endorsement of faculty members at affiliated institutes. So all institutes hereby informed to follow recruitment rules of their concerned apex body i.e AICTE/Govt. of Gujarat/PCI/COA/Other apex body, if any from 01/04/2019.
- 11) Provisional degree certificate shall be valid for endorsement only for the post of Assistant Professor/Lecturer. Notification is acceptable for Ph. D. degree till the submission of final degree certificate.
- 12) GTU will consider no. of post & designation as per published advertisement only. If senior faculties are not found then institute can fill the lower cadre post equal to published advertisement for senior post with permission of V. C. Nominee. It must be mentioned in minutes of meeting with highlighted remarks.
- 13) Waiting list of selected candidates is valid up to 6 months only from the interview date.

- 14) Endorsement is not given to Ad-hoc & Pro-term faculties. Ad-hoc/Pro-term experience shall be considered subject to submission of attested salary slip & form no. 16 issued by institute, experience letter, relieving order, bank passbook of salary account (if applicable) etc.
- 15) GTU gives an endorsement on the basis of Previous University subject to fulfilment of following two conditions :
- It is applicable for particular institute, branch & post only.
 - If any condition(s) is given by other university/selection committee then it must be fulfilled within given time duration. If candidate is unable to fulfil the condition then candidate is not eligible for increment. That kind of candidate is eligible for endorsement after such conditions fulfilment.
- 16) Self-employment experience shall not be considered for appointment/endorsement.
- 17) If any faculty resigns/leaves from the institute then his/her resignation letter must be forwarded to university within a month & institute has to remove his/her name from staff portal immediately.
- 18) In case of various equivalency, all institutes have to refer to latest resolution or GR published by Education Dept., Govt. of Gujarat or any Government higher body or Apex body.
- 19) For Career Advancement Scheme (CAS), all institute have to follow AICTE or concerned apex body rules/norms & procedures on the day of the interview. University will provide V.C. nominee for the CAS purpose. Institute cannot select Principal / Director under Career Advancement Scheme (CAS) for any discipline.



ADVERTISEMENT:

The Institute has to publish detailed advertisement for the selection in at least **all over Gujarat editions** like Ahmedabad, Vadodara, Surat, Rajkot, Bhavnagar and Bhuj of one **leading** Gujarati newspaper and one English newspaper (institute wise). The minimum size should be 100 sq. cm.

The advertisement must consist of course / programme, designation(s), no. of vacancies, & description of eligibility criteria. **Last date of application must be mentioned in published advertisement.** GTU will not consider any advertisement published in weekly/local newspaper.

- The advertisement should also be uploaded on the institute website.
- **Published advertisement is valid for 4 months only.**

(Note : Age, qualification & eligibility criteria must be considered as per mentioned last date of application).



REQUEST LETTER FOR V.C. NOMINEE :

Institute has to submit a request letter with different post(s) of scheduled interview program at least **15 working days** before the date of interview after scrutinizing all received applications to Gujarat Technological University for V. C. nominee with **original copy of advertisement (Date and name of newspaper must be readable).**



Important Note :

- (1) Institute shall provide A.C. car facility for the V.C. nominee. In case V.C. nominee travels by his/her own car, travelling expense shall be borne by the institute at the rate as per GTU norms.
- (2) Honorarium for per V.C. Nominee member is Rs. 4,000 /- per day.
- (3) Honorarium for per Subject Expert is Rs. 3,000 /- per day.

SELECTION COMMITTEE:

❖ For Director / Principal :

- (a) The selection Committee for the post of College Principal shall have the following composition:-
- Chairperson of the Governing body as a Chairperson.
 - Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.
 - ONE nominee of the Vice Chancellor who shall be a higher education expert.
 - Three external experts consisting of accomplished educationists not below the rank of a Professor (to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant statutory body of the university.
- (b) At least five members, including two experts & V.C. nominee should constitute the quorum.
- (c) All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with the scoring Performa and recommendation made on the basis of merit with the list of selected and waitlisted candidates/panel of names in order of merit, duly signed by all members of the selection committee.
- (d) The terms of appointment of the college principal shall be FIVE years with eligibility for reappointment for one more term only after following a similar selection process by selection committee.

❖ For Professor/Associate Professor :

- (a) The Selection Committee for the post of Professor/Associate Professor in colleges shall have the following composition :-
- The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - The Principal of the College.
 - The Head of Department of the concerned subject from the college.

- Two University representatives nominated by the Vice Chancellor, one of whom will be the dean of college development council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom one should be subject expert.
 - 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 of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.
- (b) At least five members, including two experts & V.C. nominee should constitute the quorum.

❖ **For Assistant Professor/HOD/Lecturer :**

- (a) The Selection Committee for the post of Assistant Professor / HOD/Lecturer in colleges shall have the following composition :-
- The Chairperson of the Governing Body or his or her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee.
 - The Principal of the College.
 - The Head of Department of the concerned subject from the college.
 - Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert. In case of Colleges notified /declared as minority educational institutions, two nominees of the Chairperson of the College from out of the a panel of five names, preferably from minority communities, recommended by the Vice Chancellor of the affiliating university from the list of expert suggested by the relevant statutory body of the college of whom one should be subject expert.

- o 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 of five names recommended by the Vice Chancellor from the list of subject expert approved by the relevant statutory body of the university concerned. In case of colleges notified /declared as minority educational institutions, two subject experts not connected with the University to be nominated by the Chairperson of the Governing body of the College out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the College.

(b) At least five members, including two experts & V.C. nominee should constitute the quorum.

❖ **Note :**

1. Identified/Invited external subject expert(s) must be as per the table and not belongs from the same institute/trust/group. (Definition of Group*: it means where at least one person himself/family members is common.)

Sr.No.	Cadre/Post	Designation of Subject Expert(s)
1.	Director/Principal	Director/Principal
2.	Professor	Director/Principal/Professor
3.	Associate Professor /HOD	Director/Principal/Professor/HOD/Associate Professor minimum having 5 years of experience.
4.	Assistant Professor	Director/Principal/Professor/Associate Professor
5.	Lecturer	Director/Principal/Professor/Associate Professor/HOD

2. Identified expert cannot be a selection committee member, if his/her relative/family member appeared as a candidate.

3. It must be noted that if expert panel is not framed according to the clarifications, **NO ENDORSEMENT** is given to the selected candidates as well as Institute has to re-conduct all the interview after due process.

- All the SFI Institutes are, hereby, advised to strictly follow the said instructions w.e.f. 04th June 2019.



SUBMISSION OF FILE :

Institute has to submit complete file of selection procedure comprising of following documents duly signed by the selection committee after the completion of interview process.

- (a) Original copy of the advertisement. Date and name of newspaper must be readable.
- (b) Request letter for VC nominee - as well as appointment letter of V.C. nominee.
- (c) List of all the application received.
- (d) Reason for rejecting any application.
- (e) **Original minutes of selection committee with signature of all the members. Minutes of meeting must include name, designation & institute of respective experts.**
- (f) V.C. Nominee has to fill **Form-A** compulsorily at the time of interview and send to the university by post within 10 days after completion of interview. **It should not be sent at the time of file submission.**
- (g) Candidate attendance sheet as per prescribed format **Annexure-1**.
- (h) Evaluation sheet with signature of all the members of committee as per prescribed format **Annexure-2**.
- (i) Document list for selected candidates. All the documents must be self attested.
 - 1. SSCE Passing certificate/School Leaving Certificate/Any Photo ID Proof.
 - 2. Degree Certificate(s).
 - 3. Last TWO semester's mark sheet.
 - 4. All experience letters (if applicable).
 - 5. Gazette Copy/Marriage Certificate for confirmation of candidate name (if applicable).
 - 6. Other University Endorsement Letter for the post of Director/Principal, Professor, Associate Professor/HOD to consider teaching experience.
 - 7. UGC approval letter for the degree awarding private/deemed universities outside of Gujarat.
 - 8. AIU equivalent certificate for University out of India.

- (j) Institute has to submit Interview file at Gujarat Technological University **within 21 days** from the date of completion of interview. Thereafter it will have be treated as Cancelled & College/Institute will have to initiate new selection process.
- (k) After receiving the file, GTU will check the complete file and give the endorsement to eligible candidates. **In case of any pending document(s); the college will have to submit the same within 30 days. Applications are not considered for endorsement after the given time limit.**
- (l) PGDM/PGDBM candidates are eligible for management faculties in GTU, Subject to equivalency letter of AIU/UGC.
- (m) In case of inter-discipline, check out the latest resolution published by Education Dept., Govt. of Gujarat/apex body time to time.



Norms For Adjunct / Resource Faculty from Industry (Any Branch) :

The following shall be the terms and conditions of Adjunct/Resource faculty recognized as such in affiliated college or colleges seeking affiliation to this University.

These conditions are applicable to all Adjunct/Resource faculties. All college managements shall abide by these terms and conditions in relation to the Adjunct/Resource faculty employed by them.

- 1) Norms as per AICTE process hand book.
- 2) Adjunct/Resource teacher may be appointed in the cases where the workload does not justify the appointment of a full time teacher throughout the academic year.
- 3) Adjunct/Resource teacher may be appointed only against required posts in accordance with the workload. Institute can appoint/invite maximum 20 % Adjunct/Resource faculty for particular academic year.
- 4) Recruitment of the post of Adjunct/Resource teacher shall be made in accordance with :
 - (i) Advertising in one local paper.
 - (ii) Selection Committees:
 - Chairperson of the Governing Body of the college.
 - The Principal of the concerned college.
 - Head of the Department (Concerned Subject).
 - One Nominee of the Vice-Chancellor of the affiliating University.
 - Two subject expert not connected with the college to be nominated by the Chairperson of the Governing Body
- 5) Appointment of Adjunct/Resource teacher will be recognized for one academic year only. If workload does not exceed 12 lectures per week appointment can be continued for one more year.
- 6) In a particular subject, not more than one Adjunct/Resource faculty can be appointed.
- 7) Adjunct/Resource teacher will not be considered as teacher for the purpose of teaching faculty count.

NOTE: If university wants to recruit adjunct/resource faculty from industry then above procedure & norms should be applicable.

Sd/-
Registrar