



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No: 10th BOG-AT/Order /R00/620/18

Date: 7th December, 2018

Order

This is for information of all concerned that BOG in its 10th meeting held on 10th October, 2018 vide Resolution No. 10.30. Misc.1 has adopted the Recruitment Rules for Faculty of NITs and IEST, Shibpur issued vide order no. F.No. 33-9/2011-TS.III of GoI, MHRD, Dept. of Higher Education dt. 30.11.2017. A copy of the said order is enclosed.

This is issued with the concurrence of the Director.

Sd/-
(Dr. B. Bandyopadhyay)
Registrar, IEST, Shibpur &
Secretary to BOG

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/ All HODs /All Heads of Schools and Centres/ All Officers
3. Institute Website

B. Bandyopadhyay
Registrar

F.No.33 – 9 / 2011 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
*_*_*_*_*

Shastri Bhawan, New Delhi,
dated, the 30th November, 2017

To

The Directors
of all the National Institutes of Technology (NITs),
and Director, IEST, Shibpur.

Subject:- Implementation of Recruitment Rules for Faculty of NITs
and IEST – regarding.

Sir \ Madam,

I am directed to refer to the Gazette Notification dated 24th July, 2017 vide which the amendments in the First Statutes of NITs and Statutes of IEST, Shibpur have been notified incorporating thereby the new Recruitment Rules for Faculty in these Institutions. Subsequently, clarification on Assistant Professor (on contract) has been issued on 13th September, 2017 (Annexure-I) and one-time relaxations to remove stagnations at the level of Assistant Professors and Associate Professors in respect of existing faculty of NITs & IEST have been issued on 6th October, 2017 (Annexure-II) and 17th November, 2017 (Annexure-III).

2. Some of the NITs have sought clarifications from the Ministry on implementation of the Recruitment Rules. The following are clarified in this regard:-

- (i) The qualification and other terms and conditions of appointment of academic staff as mentioned in Schedule 'E' of the Statutes and one-time relaxations communicated on 6th October, 2017 and 17th November, 2017 should be strictly followed.
- (ii) Any change to the next higher grade pay shall be considered as promotion (e.g. if an Assistant Professor with AGP of Rs.6,000/- moves to AGP of Rs.7,000/- will be considered promotion). However, in case of mapping specified by MHRD from AGP of Rs.9,000/- to Rs.9,500/- and AGP of Rs.10,000/- to Rs.10,500/- shall not be considered as promotion.

...contd./-

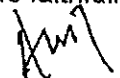
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F.No.33 – 9 / 2011 – TS.II

- (iii) The date of effect of recruitment / promotion will be the date of approval of the Board of Governors of the respective NITs / IEST. There shall be no retrospective effect of any relaxation in grade pay.
- (iv) A faculty is eligible for one-time relaxation if she / he applies in the same NIT / IEST provided that she / he fulfills all other terms & conditions specified in letters dated 6th October, 2017 and 17th November, 2017, respectively. If a faculty applies in any other NIT / IEST, she / he should not be given relaxation. This is applicable for relaxations provided in the above letters.
- (v) The total working experience / length of mandatory service requirements as mentioned in above cited communications could be combination of services in NITs & other Institute of repute. In such cases, the Board may define the experience proportionally.

3. The guidelines / procedures related to recruitment process have also been prepared. The guidelines / procedures placed at Annexure – IV may also be adopted.

Yours faithfully



[Anil Kumar Singh

Under Secretary to the Government of India

Tel: 23384897

Encls.: as above.

Copy to:-

- (i) The Chairperson, Board of Governors of all the National Institutes of Technology (NITs) and IEST, Shibpur.
- (ii) PS to HRM / PS to MoS (SPS) for kind information.
- (iii) Webmaster, Ministry of HRD – with a request to upload the communication on the website of the Ministry of HRD.
- (iv) Webmaster, MNIT, Jaipur – with a request to upload the communication on the website of the Council of NITSER.
- (v) Guard File.

ANNEXURE - I

F.No.33 - 9 / 2011 - TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
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Shastri Bhawan, New Delhi,
dated, the 13th September, 2017

To

The Directors
of all the National Institutes of Technology (NITs)
and Director, IEST, Shibpur.

Subject:- Clarification on Recruitment Rules for Faculty in NITs and
IEST - regarding.

Sir \ Madam,

I am directed to refer to this Ministry's communication of even number dated 15th January, 2014 and subsequent communication dated 29th May, 2017 vide which the new Recruitment Rules for Faculty in the National Institutes of Technology (NITs) and Indian Institute of Engineering Science and Technology (IEST), Shibpur were conveyed.

2. Many clarifications have been sought by the NITs in respect of above mentioned Recruitment Rules for faculty. Following may please be noted in this regard:-

Clarification sought	Clarification Furnished
A faculty who is regular in the Institute as an Assistant Professor at AGP of Rs.6000/- if selected for Assistant Professor with AGP of 7000/- will she/he be designated as Assistant Professor (on contract) as per new RR.	A regular Assistant Professor with AGP of Rs.6000/- if selected to Assistant Professor with AGP of Rs.7000/- shall be designated as Assistant Professor without appending 'on contract'.

...contd./-

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F.No.33 - 9 / 2011 - TS.III

3. It is requested to kindly take note of the above while initiating the faculty recruitment process in your Institute as per the RRs prescribed by the Council of NITSER and also incorporated in the Statutes through Gazette Notifications dated 24th July, 2017 (NITs & IEST) and 2nd August, 2017 (NIT, Andhra Pradesh).

4. This issues with the approval of the competent authority in the Ministry.

Yours faithfully,



[Anil Kumar Singh]

Under Secretary to the Government of India

Tel: 23384897

Copy to:-

1. The Chairpersons, Board of Governors of NITs & IEST, Shibpur for information please.
2. The Registrars of all NITs & IEST, Shibpur for information and further appropriate action.

ANNEXURE – II

F.No.33 – 9 / 2011 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education
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Shastri Bhawan, New Delhi,
dated, the 6th October, 2017.

To

The Directors
of all the National Institutes of Technology (NITs)
and Director, IEST, Shibpur.

Subject:- Recommendations of the Anomaly Committee on new Recruitment Rules for Faculty in NITs and IEST – regarding.

Sir \ Madam,

I am directed to refer to this Ministry's communication of even number 29th May, 2017 vide which the new Recruitment Rules for Faculty in the National Institutes of Technology (NITs) and Indian Institute of Engineering Science and Technology (IEST), Shibpur were conveyed and subsequent Order of even number dated 17th July, 2017 vide which an Anomaly Committee was constituted to look into the issues arising out of the implementation of the new Recruitment Rules for Faculty.

2. The Anomaly Committee has examined various issues & anomalies emanated out of the new Recruitment Rules and submitted its recommendations to this Ministry. The specific issues identified by the Anomaly Committee and the recommendations of the Anomaly Committee have been examined in this Ministry. After careful examination of the same, the approval of the competent authority is hereby conveyed for the following:-

Sl.No.	Issues / Anomalies	Recommendations approved
(i)	Regarding promotion of existing Assistant Professor to Associate Professor.	The following one time relaxations in the relevant Recruitment Rules for existing faculty members are approved:- <u>Schedule E (Sl.No.4 – pertaining to Associate Professor)</u> (i) Six years after Ph.D. of which at least three years at the level of Assistant Professor with Academic Grade Pay of

IV-DR/DAVID/RR Pay Anomaly & CASAs For Letter 2017

Sl.No.	Issues / Anomalies	Recommendations approved
		<p>Rs.8,000/-</p> <p>may be read as</p> <p>Six years after Ph.D. at the level of Assistant Professor.</p> <p>(ii) An existing faculty member with 09 years total working experience, of which three years should be after Ph.D., with at least three years at the level of Assistant Professor with Academic Grade Pay of Rs.8,000/-</p> <p>may be read as</p> <p>Nine years of total working experience with Ph.D. at the level of Assistant Professor.</p>
(ii)	<p>Regarding mapping of existing Associate Professor with AGP of Rs.9,000/- to Rs.9,500/- and Professor with AGP of Rs.10,000/- to Rs.10,500/-.</p>	<p>A onetime mapping for such existing members from AGP of Rs.9,000/- to Rs.9,500/- and Rs.10,000/- to Rs.10,500/- may be carried out through an assessment of suitability of the faculty by a Special Committee comprising following:-</p> <p>(i) Director of the concerned NIT – Chairperson</p> <p>(ii) One outside expert (not below the rank of Professor) – Member</p> <p>(iii) One nominee of the Board (not below the rank of Professor) – Member</p> <p>An Associate Professor with AGP of Rs.9,000/- and minimum credit points of 50 will be eligible for movement to Associate Professor with AGP of Rs.9,500/- while a Professor with AGP of Rs.10,000 and minimum credit points of 80 will be eligible for movement to Professor with AGP of Rs.10,500/-. The calculations of the</p>

RAWID 998, Pst Assembly & C&A (For Letter only)

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Sl.No.	Issues / Anomalies	Recommendations approved
		credit point will be done as per the Schedule E pertaining to Recruitment Rules for faculty notified by the Ministry of HRD on 24 th July, 2017. The credit points will not be considered utilized / exhausted in above cases. The recommendations of above Committee will be approved by the Board of Governors of respective NIT.

3. The cumulative essential credit points are only for deciding the eligibility. The above shall be one time relaxation and will be applicable only if she / he participates in the recruitment process of same NIT where she / he has been working.

4. The other contents of Notification dated 24th July, 2017 shall remain unchanged and may be read together with this communication.

5. The NITs are advised to place the recommendations of the Anomaly Committee (as indicated in para 2 above) before the Board of Governors for adoption and ensure strict adherence of the instructions.

6. This issues with the approval of the Chairperson of the Council of NITSER in accordance with the provisions under Section 32 (2) (b) of the National Institutes of Technology, Science Education and Research (NITSER) Act, 2007.

Yours faithfully,


[Anil Kumar Singh]

Under Secretary to the Government of India
Tel: 23384897

Copy to:-

- (i) The Chairperson, Board of Governors of all the National Institutes of Technology (NITs) and IEST, Shibpur.
- (ii) Webmaster, Ministry of HRD – with a request to upload the communication on the website of the Ministry of HRD.
- (iii) Webmaster, Council of NITs – with a request to upload the communication on the website of the Council of NITs.
- (iv) File No.33 – 9 / 2011 – TS.III.
- (v) Guard File.

FAVIO UR, Pay Authority, C.A.S. (Pay Letter Dept)

ANNEXURE – III

F.No.33 – 9 / 2011 – TS.III
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi,
dated, the 17th November, 2017

To

The Directors
of all the National Institutes of Technology (NITs)
and Director, IEST, Shibpur.

Subject:- Recruitment Rules for Faculty of NITs and IEST – regarding.

Sir \ Madam,

I am directed to refer to the Gazette Notification dated 24th July, 2017 vide which the amendments in the First Statutes of National Institutes of Technology (NITs) and Statutes of Indian Institute of Engineering Science and Technology (IEST), Shibpur have been notified incorporating thereby the new Recruitment Rules for Faculty in these Institutions.

2. The Ministry vide its letter dated 6th October, 2017 communicated the approval towards implementation of the recommendations of Anomaly Committee, which recommended certain relaxations regarding faculty recruitment. In addition to the above, following one time relaxations for existing faculty of NITs / IEST have been approved:-

Essential Requirements in Recruitment Rules notified on 24.04.2017	Substituted by (one time relaxation for existing faculty)
Professor (PB-4, GP of Rs.10,500/- with minimum pay of Rs.48000/-) ten years after Ph.D. or thirteen years total working experience, out of which seven years should be after Ph.D. At least three years at the level of Associate Professor with Academic Grade Pay of Rs.9500/- or four years at the level of Associate Professor with Academic Grade Pay of Rs.9000/- or combination of Rs.9000/- and Rs.9500/- or equivalent in an Institution of repute or Research & Development lab or relevant Industry.	Professor (PB-4, GP of Rs.10,500/- with minimum pay of Rs.48000/-) ten years after Ph.D. or thirteen years total working experience, out of which seven years should be after Ph.D. At least three years at the level of Associate Professor with Academic Grade Pay of Rs.9500/- or four years at the level of Associate Professor with Academic Grade Pay of Rs.9000/- or combination of Rs.9000/- and Rs.9500/- or equivalent in an Institution of repute or Research & Development lab or relevant Industry.

DAV/2016, Pay Anomalies & CAS/2016, New Delhi

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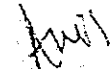
Essential Requirements in Recruitment Rules notified on 24.04.2017	Substituted by (one time relaxation for existing faculty)
	<p style="text-align: center;">OR</p> <p>seventeen years total working experience with Ph.D. (No post Ph.D. experience is required). At least three years at the level of Associate Professor with Academic Grade Pay of Rs.9500/- or four years at the level of Associate Professor with Academic Grade Pay of Rs.9000/- or combination of Rs.9000/- and Rs.9500/- or equivalent in an Institution of repute or Research & Development lab or relevant Industry.</p>

3. The other contents of Notification dated 24th July, 2017 shall remain unchanged and may be read together with this communication.

4. You are kindly requested to place above in the ensuing meeting of the Board of Governors for adoption.

5. This issues with the approval of the Chairperson of the Council of NITSER in accordance with the provisions under Section 32 (2) (b) of the National Institutes of Technology, Science Education and Research (NITSER) Act, 2007.

Yours faithfully,



[Anil Kumar Singh]

Under Secretary to the Government of India
Tel: 23384897

Copy to:-

- (i) The Chairperson, Board of Governors of all the National Institutes of Technology (NITs) and IIST, Shibpur.
- (ii) PS to HRM / PS to MoS (SPS) for kind information.
- (iii) Webmaster, Ministry of HRD – with a request to upload the communication on the website of the Ministry of HRD.
- (iv) Webmaster, MNIT, Jaipur – with a request to upload the communication on the website of the Council of NITSER.
- (v) Guard File.

ANNEXURE – IV

GUIDELINES / PROCEDURES TO BE FOLLOWED FOR FACULTY
SELECTION IN NITS AND IEST

Consequent upon approval of the Council of the National Institutes of Technology, Science Education and Research (NITSER), the Ministry of Human Resource Development has issued the new Recruitment Rules for faculty on 29th May, 2017 and the same have also been notified in the Gazette on 24th July, 2017 (in respect of NITs & IEST, Shibpur) and 2nd August, 2017 (in respect of NIT, Andhra Pradesh).

2. As far as the guidelines / procedure to be adopted for selection of faculty as per the new Recruitment Rules approved by the Council, the following is hereby informed that:-

- (a) The qualifications and other terms & conditions of appointment as notified in the Gazette are bare minimum and the Board of Governors can however fix higher benchmarks, higher than the prescribed in consultation with the Council of NITSER.
- (b) All the faculty posts in the Institute shall be filled by direct recruitment only. The procedure for selection of faculty is given in Appendix – A1.
- (c) Fresh appointment beyond the age of 60 years is discouraged except in the case of faculty with exceptionally brilliant research career and with ongoing or approved externally funded research projects.
- (d) There shall be no distinction between external and internal candidates with regard to the requirements of qualification and experience.
- (e) All recruitment and pay-fixation shall be done by the BoGs of the Institutes only on the recommendations of duly constituted Selection Committees. There shall be no scope of fixing or altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate.
- (f) While there is no rigid formula for distribution of sanctioned posts among the Departments and centres within an Institute, Appendix – A2 attached with this communication gives a recipe for distributing sanctioned faculty posts among various Departments of an Institute. But the BOG, on the recommendation of the Director, shall dynamically allocate sanctioned faculty positions among the Departments taking into consideration academic programmes of various Departments, existing quality of faculty, expected retirements and availability of bright candidates.

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(g) There shall be necessary provision for inducting faculty from industry (or comparable organizations) with substantial professional and R&D experience, but not having a Ph.D. degree. If in the opinion of the Selection Committee, candidates have good number (say 10) of publications in leading journals of the field, the requirement of Ph.D. degree may be waived.

(h) Most leading universities of the world, including the best Institutes of India have an explicit or implicit policy of not inducting their own students into the faculty. To avoid such in-breeding, the NITs & IEST will follow the following policies:

(i) Candidates who have obtained or are expected to obtain their most recent degree (Ph.D.) from the Institute will normally not be considered for recruitment, except where there is a 3 years' gap (approximately) between leaving the Institute and the expected date of joining.

(ii) This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the Institute.

(iii) In special cases, where the Department (at the time of short-listing) or the Selection Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or exceptionally brilliant candidate or any other), the reasons for such exceptions are to be recorded in writing and put up to the Board of Governors for approval. The Board, if convinced, may confirm the selection. Such appointments will not serve as precedence.

(i) In order to keep the number of candidates interviewed within practical limits, Scrutiny Committee may, if it deems fit, reject a candidate on his third or further attempt, if the candidate has failed to win the same post in two previous attempts, (either in scrutiny or selection stage), even if he meets the short-listing criteria, except when there is significant new achievement justifying an exception.

(j) As decided by the Council of the National Institutes of Technology, Science Education and Research (NITSER), the Institute shall strive to recruit 50% faculty not domicile of that State in which the Institute is located.

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PROCEDURE FOR SELECTION OF FACULTY IN NIT SYSTEM

The procedure outlined here has generally, but not exactly, been followed in most of the IITs. The procedure is prescribed as a guideline, without insisting that it be followed religiously. Boards of Governors may opt for alternative procedures after examining their merit vis-à-vis the base line procedure given below.

1. The Director will create an "Advisory Committee on Faculty Recruitment (ACoFAR)" with a senior member of the faculty as the Chairman. Normally, he should be the Dean (Faculty Welfare); but Director shall have the discretion to assign the responsibility to Dy. Director or another senior Professor or handle it himself. The Chairman of ACoFAR shall be authorized to communicate with Departments, candidates and experts on the advice of Director. In addition, the Committee shall discharge the following functions:
 - a) Examine and advise on distribution of faculty positions among various Departments;
 - b) Proactively search for faculty candidates in India and abroad.
 - c) Assist the Director in examining, short listing criteria and preparing panels of short listed candidates submitted by Departments;
 - d) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline;
 - e) Reservation of positions for specialization or sub-specialisation and rank of faculty to be inducted; and
 - f) Proactively search for candidates from reserved categories, and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations.

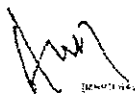
2. The Institute will create a panel of experts and update it on annual basis. The list will be prepared by taking inputs from Departments. Director may also add extra names or delete some from the list. Normally, the experts should be drawn from NITs, IITs, IIMs, IISERs, IISc, IEST, University Departments, major R&D Laboratories (CSIR, ICAR, DAE, ISRO, DRDO etc) and major industry. The list, along with postal and electronic addresses, designations, specialization and other relevant particulars of proposed experts is to be placed before the Senate and then the BoG for their approval. Every higher authority shall have the power to add and delete names. In addition, fellows of INAE and the 3 Science academies will be automatically included in the panel. Every attempt should be made to ensure that major specializations of each Department are adequately represented in the panel.

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3. While the above is a permanent list, upgraded periodically, preferably every year, the BOG, at its discretion, may permit Director to choose experts for every single selection process from the full panel or from specific sub panels.
4. As per NITSER Act, 2007, the visitor shall nominate one member to the Selection Committee. It is observed in practice that being present in all sessions of a selection process (that spreads over two to four weeks) becomes hard on the distinguished professors who serve as Visitor's nominees, and they are often unwilling to spare the time. The Ministry will recommend to the Hon'ble Visitor to nominate a panel of distinguished persons in different subject areas to serve as Visitor's nominees and permit Institutes to invite them as per their availability and convenience.
5. The Director will send a copy of the panels approved by the Secretariat of the Council of NITSER for records.
6. It is extremely important that the suggested panel of experts is examined critically by the Board and the Ministry and any member with a questionable integrity is removed.
7. Prior to a selection process, the Director will choose experts from the approved panels ensuring a reasonable distribution among specializations, and to the extent possible, diversity of background, place of work etc.
8. In addition to the expert members of the Selection Committee, the Director, as Chairman of the Committee, may invite observers from SC/ST and minority communities or any other person of repute to instill confidence in the minds of the candidates and of the Institute community.
9. On advice of the Director, the Chairman, ACoFAR will seek from the Departments the specific specializations where new faculty is to be recruited. The HoDs will consult senior faculty colleagues and prepare the proposals to the Institute, which will be collated by the Chairman, ACoFAR and placed before the Director for approval. The Director is expected to review the proposals critically and finalize the draft advertisement including specializations, critical dates, newspapers of advertisement and other details.
10. Serving regular faculty members shall be eligible to apply for higher positions in their own Departments irrespective of their specializations, if they satisfy other advertised criteria.
11. Application may be received on paper, on-line or both, depending on the technological resources of the respective Institute. In addition, the Institute

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- will consider applications received against standing advertisement, if any, and unsolicited applications.
12. While applications received within the advertised closing date shall definitely be considered, late applications (upto the interview time) may be considered at the discretion and convenience of the administration.
13. In addition to the advertisements, all sections of the institute administration - Director, members of ACoFAR, HoDs and all faculty members will make proactive effort to attract applications from prospective candidates, without making any commitment of selection. Such efforts will include postal and email correspondence, telephonic talks and public announcement when there is an opportunity.
14. Applications, when received, will be organized, relevant information summarized, and sent to the Departments by the Registry, for short listing. The objectives of short listing are two folds:-
- (a) to reject applications that do not meet advertised criteria and
 - (b) to select the best candidates from the remaining list so that the member of candidates to be called for interview with the experts remains within manageable limits.
15. Departments will make attempt to set "short listing criteria" that can be easily implemented. But, considering the multiple attributes that need to be considered, it may become necessary to make case by case exceptions. In all such cases the general short listing criteria and the reasons for exception, if any, are to be recorded in writing. Short listing criteria may include, among others, such conditions as:
- (i) superior academic record – all through first class career or higher grades in B.Tech/M.Sc/M.Tech, higher than advertised criteria,
 - (ii) reputation of institutions from where the candidate has obtained his degrees,
 - (iii) number of unsuccessful attempts for the same post [Candidates who have been rejected in the past may be called only if there is a good reason, the reason to be recorded in writing.]
 - (iv) specialisation, including micro specialisation,
 - (v) professional service record - reputation of organization where experience has been earned, nature of job, current activities etc.
16. The Departments' recommendations shall be placed before the Director for the final short-listing. The final list of candidates to meet the Selection Committee will be arrived at in a combined meeting of the Director, the ACoFAR, the HoD and at least three senior faculty members of the Department. In case of a lack of unanimity among the members, the



Director's decisions shall be final for the purpose of calling a candidate to the interview. The different viewpoints, however, will be recorded in writing and placed before the Selection Committee who may record their own comments for information of the BOG. The decision of the Board on the selection shall be final and binding.

17. In addition to formal application, candidates will be required to submit reprints/preprints of publications and list of referees. The PIC will organize collection of references and review of publications by independent referees for short listed candidates, both internal and external.
18. The short listed candidates will be invited by the Chairman, ACoFAR or the Registrar for personal interview with the selections committee constituted in accordance with the NITSER Act, 2007 and the Statutes of the respective Institutes. In addition, the individual institutes may seek seminar presentation in the Departments, and/or any other form of academic interaction with the faculty. All such interaction will be open to the faculty and students of the institute and will be well publicized in advance to invite a decent audience. The feedback of the faculty will be communicated to the Selection Committee by the HoD. Candidates located outside the country or otherwise not in a position of attending personal interview, may be interviewed over video conferencing or be selected in absentia at the discretion of the Selection Committee.
19. On completion of the interview, the Selection Committee will record its final recommendations with signature of every member present. The Director, as chairman of the committee will be responsible for writing the recommendation. There shall be no scope for retaining individual view points or details of discussion. Any member(s) with a dissenting opinion may, however, record their observations. On a separate page (with a reference in the main page that will be presented by the Director to the BoG with his own comments on the observations.
20. The Selection Committee shall employ the same yard stick to evaluate all candidates for a post or AGP – external, internal and shall prepare a common panel of recommended candidates. Out of this panel, the vacant posts will be filled on the basis of merit without consideration of external or internal candidates.

The Selection Committee, at its discretion, may recommend to retain the panel for a maximum period of one year or next round of selection for the Department, whichever comes earlier, so that vacancies caused during this period can be filled in order of merit.
21. Recommendations of the Selection Committees will be placed before the BoG, along with details of sanctioned posts, reservation categories etc, for

final approval and subsequent issue of appointment orders by the Registrar.

22. If a meeting of the BoG is not scheduled within a short period from the meeting of the Selection Committee, the Director, with approval of the Chairman BoG, may seek the approval of members by circulation. While recommendation of the Selection Committee is awaiting approval of the BoG, the Director may, at his discretion, inform successful candidates, but with a clear line stating that such information is awaiting approval of competent authority and is not legally binding.
23. All appointments - regular, internal or external, will be effective from the date of the Board meeting or any later date fixed by the Board. There shall, however, be no pre-dating of an appointment.

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DISTRIBUTION OF FACULTY POSTS AMONG DEPARTMENTS

Every institute shall have only a finite member of faculty posts sanctioned by the ministry. The distribution of these positions among the Departments will be flexible to dynamically maximize the number of faculty in position at any given time. It should be appreciated that institutes will be losers and the cause of education will be hampered if faculty positions which could be filled up in other Departments are kept vacant simply because current market scenario is making faculty unavailable in a specific Department. Instead of keeping vacant positions, if additional faculty are inducted in other Departments, they will contribute to (a) elective courses in teaching, particularly those electives that are subscribed to by students across many Departments, (b) research, (c) continuing education, (e) institute, hostel and SAC management etc. A vacant faculty post serves no one. At the same time, it is the responsibility of the Director, and of the Board, to ensure that no Department starves of faculty when candidates are available and posts are used up elsewhere.

The following table may be taken as a guide for computing "normal faculty strength" in any Department.

B Tech Programme (Annual Intake < 50)	= x
B Tech Programme (Annual Intake > 50)	= 1.5 x
Dual degree with existing M. Tech. specialization	= 0.1 x
Dual degree with exclusive M. Tech. specialization	= 0.2 x
Additional B Tech Programme (Each programme)	= 0.5 x
M Tech programme (Each programme)	= 0.5 x
M.Sc. (2 years) programme	= 0.5 x
M.Sc (5 years) programme	= x
MBA Programme (Annual Intake <50)	= x
MBA programme (Annual Intake >50)	= 1.5 x
MCA (3 Years) Programme	= x
Common theory courses for 1 st & 2 nd years (per subject)	= 0.2 x
Common practical courses for 1 st & 2 nd years (per course)	= 0.1 x
<hr/>	
Total	= nx
$x = [\text{Sanctioned faculty strength}] \div n$	

UNIVERSITY OF PUNJAB, Patiala - 151 001

The normal strength of every Department shall be computed based on the above scheme, additional factors taken into consideration, rounded and approved by the Institute Senate to serve as a guideline for all future recruitment. In case of serious disagreement among members the Senate, the decision of the BOG shall be binding.

The above prescription is based on a principle of equal sharing of teaching responsibility among all faculty members irrespective of rank. In contrast with the prescription of AICTE, professors of NIT are expected to take up a larger share of the teaching job, particularly in large classes and in common fundamental subjects. This principle has the merit of providing better education in basic subjects, it frees younger faculty to pursue research, particularly those who are enrolled in Ph.D programmes. Experienced faculty are also expected to spend less time in preparing for classes and spend the rest of the time in institute management.

Additional factors shall include, but will not be limited to, expected student strengths in common courses, open electives, being normally offered by the Department, common subjects among M Tech specializations, strength of M Tech courses etc. In general, Departments and centers can be classified into two or three groups depending on the above formula and faculty strength calculated for each group.

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