



RECRUITMENT/ PROMOTION POLICY

NO. Reg./Policy/2019-20/01

16, April 2019

General

1. This Policy shall be called Shri Ramswaroop Memorial Group of Professional Colleges, (SRMGPC), Lucknow "Recruitment/ Promotion Policy." This will apply to all employees of the college.
2. This document lays down the necessary and desirable requirements for the recruitment and career progression of the faculty/staff with a view to attain and maintain high standards in academics as well as a reasonable degree of satisfaction of the individual aspirations of the employees.

Aim

3. To lay down policy guidelines for the recruitment and promotion of Faculty/ Staff at SRMGPC

Classification of Employees

4. The employees can be broadly classified under following categories -
 - (a) Academic. This shall include Director General, Director, Associate Directors, Professors, Associate Professors and Assistant Professors including ad-hoc/ visiting faculty. In addition, it will also include Placement and Training Officers, Librarian, Deputy Librarians and assistant Librarians.
 - (b) Technical. This shall include Lab Superintendents, Lab Instructors, Lab Technicians, Estate and Maintenance Officer, Medical Staff, Electricians, and such other staff as may be decided by the Management.
 - (c) Administrative. This shall include Registrar; Associate Director (Admin), Administrative Officer, Horticulture officer, Accounts Officer, Purchase & Stores Officer, Sports Officer, Office Superintendent, Hostel Warden and such other staff as may be decided by the Management.
 - (d) Miscellaneous. This shall include Gardeners, Drivers, Helpers (Peons) and such other staff as may be decided by the Management.
5. The policy does not take into account the personnel of outsourced services like House - Keeping and Security etc.




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Recruitment

6. Creation of Data Bank. A data bank of prospective candidates is maintained by HR Cell through following modes –

- (a) Advertisement. Advertisement will be given in the leading newspaper 2-3 months before the academic session or as and when the need arises.
- (b) Naukri.Com. We have a tie up with the service provider, and they provide us with large data base as and when needed.
- (c) Through 'Careers' link. Our web site link may be used by the prospective employees.
- (d) Through personal references.

7. Short Listing of Resumes.

- (a) A requirement for a faculty / staff will be initiated by the department concerned with full justification to HR Cell. This will be processed through DG for approval by the Additional ED.
- (b) On approval, the HR Cell shall take out a list of eligible candidates from the data bank as per the eligibility criteria. The criteria as laid down by AICTE/ UGC for faculty is attached as Appendices A, B and C for Assistant Prof, Associate Prof and Professor respectively. For the rest of the categories, eligibility criteria are laid down based on the ground needs. The list is forwarded to the Screening Committee.

8. Screening Committee

- (a) The Committee will comprise of –
 - (i) Concerned Associate Director
 - (ii) Concerned HOD
 - (iii) HR Manager.
- (b) The committee will look into following parameters –
 - (i) Complete academic record of the candidate including the institute candidate graduated from. The candidates from premium institutes including SRMGPC will be given preference.
 - (ii) Honours and awards.
 - (iii) Research publications (Conference and seminars), Book Writing, Case Writing and Ph. D guidance etc.
- (c) After final short listing, the candidates will be called for interview by a Selection Committee.




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9. Composition of Selection Committees

- (a) The Committee will be composed as under –
- (i) Chairman - AD concerned
 - (ii) Member 1 - HOD
 - (iii) Members 2 & 3 - Two subject experts from College
 - (iv) Members 4 & 5 - Two subject experts, not connected with the College
 - (v) Secretary - HR manager
- (b) In case of interviews for Faculty Members, Director/ Director General's presence is desirable.

10. Selection Process. The candidate will undergo a three tier validation system -

- Stage 1: Technical Interview
Stage 2: Demonstration of the teaching skill
Stage 3: Personal Interview

11. Recommendations of the Committee. All the selection procedure of the Selection Committee shall be completed immediately after the selection committee meeting. Minutes will be recorded on the format attached as Appendix D, which will be processed by HR Cell for final appointment.

12. Appointment Letter

- (a) After final selection, the employee shall deposit his educational documents in original (High School Certificate/ Marks Sheet, and Highest qualification certificate) for one month with HR Cell for verification. In addition photocopies of all documents including experience certificate will also be deposited for records.
- (b) A formal appointment letter signed by the Executive Director shall be issued by the HR Cell.
- (c) All employees have to sign Code of Conduct register kept at HR Cell to the effect that they shall follow it in letter and spirit.

13. Period of Probation

- (a) The minimum period of probation shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
- (b) The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

14. Pay Scale & Allowances

- (a) Pay Scale for teaching and non-teaching positions will be as per AICTE norms.
- (b) The Management reserves the right to offer special pay to deserving employees.
- (c) Other allowances like transport allowance, house rent allowance etc. shall be as per the policies laid down by the College duly approved by the Management.



Promotions

15. Following points will be taken into consideration –
- (a) Service record - Background, with respect to discipline and integrity.
 - (b) Feedback, Warnings, Counselling in last two years.
 - (c) Honours and awards
 - (d) Research papers (Conference and seminars), Book Writing, and Case Writing, Ph. D guidance etc.
16. Eligibility conditions are given as under –
- (a) Assistant Professor – As per Appendix A
 - (b) Associate Professor – As per Appendix B
 - (c) Professor – As per Appendix C

Exit

17. Retirement. Retirement of employees will be governed by the guidelines as stipulated by the AICTE/ Dr APJ Abdul Kalam Technical University, Lucknow. The age of superannuation as laid down ibid shall not be applicable to the Professors of Emeritus and Special Category appointments.

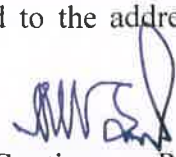
18. Resignation. All employees, whether confirmed or not, are not permitted to resign in the middle of the academic session. However, management may use its discretion in extreme / unavoidable cases. In cases of resignation during nonteaching period, the employees are required to give one month's notice or salary in lieu of notice period.

19. Termination. During probation period and / or extended period of probation, an employee is liable to be terminated at any time without any notice or assigning any reason thereof. After confirmation, services of a staff member can be terminated by giving one month's notice, or by payment of one month's pay in lieu thereof. In disciplinary cases, no payment or notice period is required.

20. Actions on disengagement. On issue of exit orders, the parting employees are required to -

- (a) Hand over their charge to the designated person and sign Handing Taking over papers.
- (b) In case of notice period, the employee will complete all formalities like exit interview and handing over the no dues certificate etc.
- (c) On receipt of No dues Certificate, the full and final settlement of account would be prepared by HR Cell. Final payment cheque shall be issued along with Experience-cum-Relieving Certificate. This will be telephonically communicated to the employee who can come to either pick the cheque from the Campus or it will be posted to the address as mentioned by them.




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Conclusion

21. The institute values all employees as great assets. The right persons at the right places ensure delivery of quality education to our students, and thereby bring fame and glory to the institute. The policy therefore aims to recruit and retain the best to keep banner of Ramswaroop high – always and at all times.

22. This supersedes all policies on the subject.



(Prof. R.K. Jaiswal)
Director General



**ELIGIBILITY CONDITIONS FOR THE
POSITION OF ASSISTANT PROFESSORS**

1. References –

- (a) AICTE Regulation 2010 dated 22 January 2010.
- (b) UGC Regulation, The Gazette of India, Part III, Section 4, dated 18 July 2018.
- (c) AICTE Regulation, The Gazette of India, Part III, Section – 4, dated 01 March 2019.
- (d) UGC Regulation dated 30 June 2010 on minimum qualification for academic staff.
- (e) Lucknow University letter dated 01 March 2008. (Copy attached as Annexure VI).

2. As per the regulations quoted above, minimum academic qualifications needed for the position of Assistant Professor are as under –

- (a) **Engineering**. B Tech. with M Tech with first division in either degree. Page 13, of AICTE Regulation referred at Para 1(a) above refers.
- (b) **MBA**. MBA in first division. Page 13, of AICTE Regulation referred at Para 1(a) above refers.
- (c) **MCA**. MCA in first division with two years' experience. Page 13, of AICTE Regulation referred at Para 1(a) above refers.
- (d) **BBA**. MBA with first division. Para 4.4.5, of UGC Regulation referred at Para 1(d) above refers.
- (e) **BCA**. P.G. with minimum 55% marks. Ph. D / NET. Lucknow University letter referred at Para 1(e) above refers.
- (f) **Applied Sc. and Humanities**. PG with 55% marks and Ph. D/ NET. Page 59 & 60 of UGC Regulation referred at Para 1(b) and Page 10, of AICTE Regulations dated 01 March 2019 referred at Para 1 (c) above refer.



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**ELIGIBILITY CONDITIONS FOR THE
POSITION OF ASSOCIATE PROFESSORS**

1. References:

- (a) AICTE Regulation 2010 dated 22 January 2010 for Engineering/MBA/MCA/BBA/BCA faculties.
- (b) AICTE Notification, dated 04 January 2016, The Gazette of India, Extraordinary, dated 6 January 2016 for Applied Science & Humanities faculties. (Para 12, Page 22 and Annexure –I, Page 31).
- (c) UGC Notification dated 18 July 2018, The Gazette of India, Extraordinary, Part III, Section 4 July 2018 for Applied Science & Humanities faculties. (Para 4.1 (II), page 60).
- (d) AICTE Regulation dated 01 March 2019, Extraordinary, Part III, Section 4.(Para 1.4(b) page 25 and Para 5.1(j), page 34).

2. In accordance with the above mentioned regulations, eligibility conditions for the position of Associate Professor in various streams are given below –

(a) **Engg. and Technology**

(i) Essential qualifications as per Faculty Norms 2010 (Para 1 (a) refers)

(aa) Ph. D in relevant discipline, and

(ab) B Tech + M. Tech, with first division in either.

(ac) Minimum 5 years teaching experience. Desirable - Out of this, minimum 2 years should be post Ph. D.

(ad) Post Ph. D guidance is desirable.

(ii) Special cases. Ph. D (CS/IT) and M. Tech with MCA/ M. Sc. (electronics or, CS or mathematics or physics or allied subjects) may be considered for assured career progression provided they were recruited as faculty before 2010. (Para 1, Page 21, of aicte reg of 2016 referred at para 1 b above refers)

(iii) Additional requirements from the college side

(aa) Minimum 3 years of service in college.

(ab) Minimum 2 publications; out of this, at least one in a reputed journal preferably in Scopus or Web of Science (WoS).

(ac) Minimum three consecutive 'Very Good' or above appraisals since 2016.



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(ad) For grant of ante- date seniority, only half of post Ph. D experience period - rounded off to nearest lower integer, will be taken into account. However, maximum three years seniority will be granted.

(b) Management

(i) Essential qualifications as per Faculty Norms 2010

(Para 1 (a) refers)

(aa) Ph. D in relevant discipline, and

(ab) MBA with first division

(ac) Minimum 5 years teaching experience. Desirable - Out of this, minimum 2 years Post Ph. D).

(ad) Post Ph. D guidance is desirable.

(ii) Additions/ Amplifications by the committee.

(aa) Minimum 3 years of service in college.

(ab) Minimum 2 publications; out of this, at least one in a reputed journal, preferably in Scopus or WoS.

(ac) Minimum three consecutive 'Very Good' or above appraisals since 2016.

(ad) For grant of ante- date seniority, only half of post Ph. D experience period - rounded off to nearest lower integer, will be taken into account. However, maximum three years seniority will be granted.

(c) BCA & MCA

(i) Essential qualifications as per Faculty Norms 2010 (Para 1 (a) refers)

(aa) Ph.D. in appropriate discipline. Minimum 05 years' experience is desirable; out of which minimum 2 years should be post Ph. D.

(ab) B. Tech. and M. Tech. with Ist division in either.

or,

(ac) B. Tech. and M.C.A. with Ist division in either.

or,

(ad) MCA with Ist division.

(ae) Minimum 05 years' experience in case of i (ab) & (ac)

(af) Min. 07 years exp. in case of i (ad).

(ag) Post Ph.D. publications and Ph. D guidance are highly desirable.

(ii) Additional requirements from the college side

(aa) Minimum 3 years of service in college.

(ab) Minimum 2 publications; out of this, at least one in a reputed journal preferably in Scopus or WoS.

(ac) Minimum three consecutive 'Very Good' or above appraisals since 2016.

(ad) For grant of ante- date seniority, only half of post Ph. D experience period - rounded off to nearest lower integer, will be taken into account. However, maximum three years seniority will be granted.



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(d) Applied Sc. & Humanities

(i) Essential qualifications. For Applied Science & Humanities departments, the eligibility conditions are laid down at Para 12, Page 22 and Annexure - 1, Page 31 of AICTE Regulation 2016 (Para 1 (b) refers) as part of clarifications (addendum) to AICTE Regulation 2010 (Para 1 (a) refers), and to be applicable as per conditions laid down in Regulations 2010. Thus eligibility conditions before July 2018 cases are as under:

- (aa) Ph. D. in appropriate discipline.
- (ab) Minimum 6 years' experience as Assistant Professor.
- (ac) Minimum 3 publications.

(ii) These were revised by Para 4.1 (II), Page 60 of AICTE Regulation 2019 (Para 1 (d) refers) to state that qualifications as stipulated in UGC Regulation 2018 (Para 1 (c) refers) will apply for these faculties. Thus eligibility conditions after July 2018 are given as under –

- (aa) Ph. D. in appropriate discipline.
- (ab) Masters with 55% marks.
- (ac) 8 Years' experience as Assistant Professor (AP).
- (ad) Minimum 7 Publications in journals of repute.

(iii) Additions/ Relaxations on above essential conditions by the committee.

- (aa) Minimum 3 years of service in college.
- (ab) Minimum 3 years of service as Assistant Professor, if joined teaching before 31 July 2010.
- (ac) Minimum three consecutive 'Very Good' or above appraisals since 2016.
- (ad) For grant of ante- date seniority, only half of post Ph. D experience period - rounded off to nearest lower integer, will be taken into account. However, maximum three years seniority will be granted.



**ELIGIBILITY CONDITIONS FOR THE
POSITION OF PROFESSORS**

1. Refs:
 - (a) AICTE Regulation 2010 - for Engineering/MBA/MCA/BBA/BCA faculties.
Appendix 'A', read in conjunction with Para 1, page 21 of Appendix B refers.
 - (b) Appx B

2. The eligibility conditions for the position of Professor are as under –
 - (a) Eligibility conditions as given for Associate Professor.
 - (b) Min. Ten years' experience in teaching/ research/ industry, out of which at least 5 years as Associate Professor.



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