



## Criteria 6

### 6.2.1

**6.2.1** The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

#### **IN THIS FILE**

**Appointment/ Recruitment Procedure  
/promotion sample from start to end.**

# **RECRUITMENT & PROMOTION POLICY**

# Appointment Cum Appraisal Policy

## 1. OBJECTIVE

- 1.1. The objective of this policy is to lay down guidelines for hiring qualified and competent professionals in line with the Mission and Vision of the SU.
- 1.2. We are committed to select and offer candidates based on their Qualification and Experience as deemed fit for the vacant position.
- 1.3. Appointment policy is based on equal opportunity without discrimination of any kind.

## 2. APPLICABILITY

This policy is applicable to all full-time and part-time employees, including those appointed on contract/special contract basis.

## 3. CLASSIFICATION OF EMPLOYEE

The members of the employee of the University shall be classified as:

- a) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Assistant Dean, Professor, Sr. Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, Workshop superintendent, Instructor, and such other academic posts as may be decided by the university.
- b) Technical – which term shall include, Librarian, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop), Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Sports Incharge and such other technical and other staff as may be decided by the university.
- c) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer, Chief Librarian, Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer, Assistant Administrative officer, Section Officer, Training and Placement Officer, Assistant Manager/ Manager/ Senior Manager (Marketing, Finance & Accounts, HR, CRC etc) Accounts Officer, Audit Officer, Wardens/ Matron, Stores Officer, Estate Officer, Accountants, Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head-Training and Placement, Head- Marketing/Branding, Head-HR, Head-IT, Academic Coordinator etc.
- d) Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

## 4. CATEGORIZATION OF EMPLOYEES

### 4.1 Regular employees

Person employed on regular basis including any person engaged against regular position and has completed the probation period successfully.

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#### 4.2 Probationary Employee

Person employed will be on probation for 1<sup>st</sup> year of their service. Based on the evaluation/ review and recommendation of Dean (in case of School) and HoD (in case of Non- Teaching Department), probation may be confirmed or extended. The extension of probation may be given for the next 6 month subject to maximum extension upto 12 Months extended in the multiple of 6 months or services may be terminated in accordance to the policy laid down by the university.

#### 4.3 Fixed Term (Contractual) Employees

Person who has been appointed for the Specific Project or appointed for fixed tenure, whose services are terminable at the end of the tenure. Their Contract may be extended for another term depending upon the requirement of their services.

#### 4.4 Other Categories

Management Trainee/Graduate Trainee (Interns) means graduated/post-graduated candidates from institute/university with no work experience.

#### 4.5 Part Time/ Visiting Faculty

Such employees are those hired for the work less than the normal working hour on a consolidated monthly salary or paid on hourly basis. They will not be entitled nor could they claim any benefit as provided to regular employees.

### 5. GUIDELINES FOR APPOINTMENT

- 5.1 All posts at the University shall normally and as far as possible, be filled by advertisement; but, the Chancellor on behalf of the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations from the Vice-Chancellor, that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the University.
- 5.2 Every appointment for the faculty positions and senior administrative post shall be filled by the selection committee of the University. Additional posts may be created as required, for the extension of specific projects and or research and development activities.
- 5.3 Every appointment, whether temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however, be extended, subject to a written confirmation of such extension duly approved by the Vice-Chancellor, for such period (s) as may deemed fit, failing which, no extension shall be considered valid and binding on the University.
- 5.4 All appointments shall be made on mutually accepted Terms & Conditions between the parties.
- 5.5 All appointments shall be approved by the "BOM" and reported to the Governing Body.

### 6. CONSTITUTION OF SELECTION COMMITTEE

#### 6.1 Standard Operating Procedure for appointments of academic and non-academic staff at Sushant University

- a) **Purpose:** The purpose of this Standard Operating Procedure is to establish a procedure to be followed before appointing any academic and non-academic staff at Sushant University.

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b) **Responsibility:** All concerned members/officers entrusted with the responsibility of recruitment would be responsible for maintaining, documenting and implementing this procedure.

c) **Rationale:**

Sushant University is committed to establish itself as a paragon of excellence in higher education space by providing world class learning environment to its students. In order to achieve this goal it is of paramount importance that we adhere to the set of processes and standards that are followed in leading educational institutions across the world.

d) **Process of Selection:**

- Every vacancy (**for academic and non-academic staff**) would be advertised and a pool of applicants would be generated
- Resumes of all applicants would be rated and documented
- Selected applicants would be called for interviews
- **Selection Committees:** The following will be the constitution of selection committees for various positions:

(i) **Director/Deans/Professors & Equivalent Positions and Above:**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Recourse
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- For Architecture discipline, Nominee of COA will also be called.

(ii) **Other Teaching Positions (Associate Professors, Assistant Professors and below):**

- Vice Chancellor
- Director- Human Resource
- Two Experts of the concerned subject/field nominated by Chancellor/Vice chancellor.
- Dean/ Head of Institution of concerned subject/field
- For Architecture discipline, Nominee of COA will also be called
- Registrar-Member Secretary

(iii) **Non - Teaching Upper Management Level**

- Vice Chancellor
- Director- Human Resource
- Dean/HOI of the concerned School
- Registrar - Member Secretary

**6.1.2 Others Statutory Staff: (As per the act and statutes of the Haryana Private University Act.)**

**6.1.3 Visiting Faculty:** The appointments of visiting faculty will be decided by the concerned Dean/ Head of Institution in consultation with the Vice Chancellor.

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## 6.2 Procedure for holding selection committee meeting.

- The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
- The Vice-Chancellor shall preside at the meetings of a Selection Committee.
- The Registrar, and or his nominee shall be the ex-officio Secretary wherever it may be required. However, he will be a nonvoting member in the selection committee for teaching staff above the label of Associate professor.
- Ordinarily a week's notice of a meeting shall be given.
- Four members inclusive of the Chairman shall form quorum.

## 7. Eligibility Criteria

As mentioned in Annexure I

## 8. STANDARD PAY SCALES FOR FACULTY:

The standard scales of pay are as given under:

Professor Emeritus	Consolidated Pay along with Transport Allowance
Adjunct Professor/Faculty	Consolidated Pay along with Transport Allowance
Professor / Sr. Professor	67000-79000 AGP Rs. 12000 (Academic Level-15) 37400-67000 AGP Rs. 10000 (Academic Level-14)
Associate Professor	37400-67000 AGP Rs.9000 (Academic Level-13)
Assistant Professor	15600-39100 AGP Rs.6000 (Academic Level-10) 15600-39100 AGP Rs.7000 (Academic Level-11) 15600-39100 AGP Rs.8000 (Academic Level-12)
Teaching Assistant / Faculty	Consolidated Pay

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.

## 9. INCENTIVES FOR Ph.D.

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

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## **Annexure 1**

### **Minimum Qualifications and Terms & Conditions for appointment of Teaching Staff**

**Note:** In case of specific program falling under PCI/COA/BCI/ NCTE/ other statutory body, minimum qualification and experience shall be as defined by concerned specific statutory body.

#### **A1.1 TEACHING ASSISTANT/ FACULTY**

The Teaching Assistant/Faculty, position is meant for prospective teaching faculty to do research along with carrying out teaching and other assignments.

##### **Qualifications:**

- i. ME/MS/MTech/MPhil/MPharm/MBA or equivalent in a relevant discipline from an institution of high repute (with a 1st Div. or 55% in all university level degrees): Potential for excellence in teaching and research.
- ii. Appointment will be on temporary basis for one year, to be assessed and renewed every year based on their performance in teaching and research up to a maximum of 4 years and subject to completing Ph.D. They must make every effort to complete their Ph.D. within 4 years, failing which their appointment stands terminated.
- iii. Consolidated pay shall be admissible as per the university norms

#### **A1.2 ASSISTANT PROFESSOR (ACADEMIC LEVEL 10)**

The Assistant Professor, position is meant for prospective teaching faculty to do research along with carrying out teaching and other assignments.

##### **Qualifications:**

##### **Mandatory**

- i. ME/MS/MTech/MPhil/MPharm/MBA or equivalent in a relevant discipline from an institution of high repute (with a 1st Div. or 55% in all university level degrees): Potential for excellence in teaching and research.
- ii. Appointment will be on temporary basis for one year, to be assessed and renewed every year based on their performance in teaching and research up to a maximum of 4 years and subject to completing Ph.D. They must make every effort to complete their Ph.D. within 4 years, failing which their appointment stands terminated.
- iii. UGC Net qualified wherever applicable.

##### **Preferable**

- iv. Ph.D. in the relevant field from an institute of repute with or without teaching experience. Their appointment will be on regular basis subject to confirmation of probation.

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### **A1.3 ASSISTANT PROFESSOR (ACADEMIC LEVEL 11)**

The Assistant Professor, position is meant for prospective teaching faculty to do research along with carrying out teaching and other assignments.

#### **Qualifications:**

##### **Mandatory**

- i. ME/MS/MTech/MPhil/MPharm/MBA or equivalent in a relevant discipline from an institution of high repute (with a 1st Div. or 55% in all college/university level degrees): Potential for excellence in teaching and research.
- ii. Appointment will be on temporary basis for one year, to be assessed and renewed every year based on their performance in teaching and research up to a maximum of 4 years and subject to completing Ph.D. They must make every effort to complete their Ph.D. within 4 years, failing which their appointment stands terminated.
- iii. Minimum 3 years of teaching experience.
- iv. UGC Net qualified wherever applicable.

##### **Preferable**

- v. Ph.D. in the relevant field from an institute of repute with minimum 3 years of teaching experience. Their appointment will be on regular basis subject to confirmation of probation.
- vi. 3 Research publications out of which atleast 1 in journal of international repute.

### **A1.4 ASSISTANT PROFESSOR (ACADEMIC LEVEL 12)**

The Assistant Professor, position is meant for prospective teaching faculty to do research along with carrying out teaching and other assignments.

#### **Qualifications:**

##### **Mandatory**

- i. ME/MS/MTech/MPhil/MPharm/MBA or equivalent in a relevant discipline from an institution of high repute (with a 1st Div. or 55% in all college/university level degrees): Potential for excellence in teaching and research.
- ii. Appointment will be on temporary basis for one year, to be assessed and renewed every year based on their performance in teaching and research up to a maximum of 4 years and subject to completing Ph.D. They must make every effort to complete their Ph.D. within 4 years, failing which their appointment stands terminated.
- iii. Minimum 5 years of teaching experience.
- iv. UGC NET Qualified (wherever applicable)

##### **Preferable**

- v. Ph.D. in the relevant field from an institute of repute with min 5 years of teaching experience. Their appointment will be on regular basis subject to confirmation of probation.
- vi. Four Research publications out of which atleastTwo in journal of international repute.

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### **A1.5 ASSOCIATE PROFESSOR**

#### **Qualifications:**

- i. Ph.D. in a relevant discipline from an institution of high repute (with 1st Div. or 60% at ME/Tech/MS/MPhil/MPharm/MBA
- ii. Eight years of experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.(research experience during Ph.D. is not Counted).
- iii. At least 5 publications (of which 3 are in journals of international repute). Guided at least one Ph.D. student (independently or jointly).
- iv. Preferably completed at least one sponsored R&D project of value Rs. 5 L or more as PI / Co- PI
- v. Preferably UGC Net qualified (wherever applicable)

### **A1.6 PROFESSOR**

#### **Qualifications:**

- i. Ph.D. in a relevant discipline from an institution of high repute (with 1st Div. at ME/MS/M.Tech /M.Phil/M.Pharm/MBA/Equivalent masters.An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work.
- ii. Ten year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Associate Professor in a University/College. (research experience during Ph.D. is not Counted).
- iii. Potential for leadership in research, education, administration and institution building
- iv. At least 10 publications (of which 3 are in journals of international repute).
- v. Preferably guided at least two Ph.D. student independently and/or have experience of academic administration.
- vi. Preferably completed at least one sponsored R&D project of value Rs. 10 L or more as PI / Co- PI

### **A1.7 Sr. PROFESSOR**

#### **Qualifications:**

- i. Ph.D. in a relevant discipline from an institution of high repute (with 1st Div. at ME/MS/M.Tech /M.Phil/M.Pharm/MBA/Equivalent masters. An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality actively engaged in research with evidence of published work.
- ii. Minimum Twenty Years of Experience out of which Ten year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Professor in a University/College. (research experience during Ph.D. is not Counted) Also having 5 years of experience as Dean/Director/Principal in reputed University/Institutions/College or any institute as duly approved by UGC/Competent Statuary Authority.

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#### **A1.8 ADHOC/ADJUNCT FACULTY APPOINTMENTS:**

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make Adhoc/Adjunct Faculty appointments.

#### **A1.9 APPOINTMENTS ON HONARARY/ EMERITUS POSITIONS**

In order to meet higher quality benchmarks in teaching and research, acclaimed academicians and/or person of eminence from industry are required in the University. Such eminent and competent faculty are required to be invited by the university as Professor Emeritus. It is experienced that Professor Emeritus will supplement teaching and collaborate with the faculty to stimulate activities for quality education & research besides playing mentoring and inspirational roles.

##### **PROFESSOR EMERITUS**

- Professor Emeritus is prestigious faculty position that may be conferred upon to fully retired (more than 65 years of age), distinguished personality and who meet the eligibility criteria as per UGC norms. Emeritus position provides an opportunity to the superannuated distinguished teachers/ industry experts who have been actively engaged in research and teaching programs in the preceding years to undertake teaching and research, without any restriction of position or pay scales.
- The eligibility will be based on the quality of research and published work contributed by the teacher in her/his service career. The awardee (superannuated) can work under this scheme with a well-defined time bound action plan up to the age of 70 years (annually renewed). No extension under the scheme is admissible beyond 70 years of age.
- Consolidated pay shall be admissible as per the university norms.



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## **Addendum -2 (Appointment Policy)**

### **Appointment Policy**

#### **Recruitment and Selection**

##### **1. Objective**

- 1.1. The objective of this policy is to lay down guidelines for hiring qualified and competent professionals in line with the Mission and Vision of the SU.
- 1.2. We are committed to select and offer candidates based on their Qualification and Experience as seem fit for the vacant position.
- 1.3. We do not support any kind of discrimination while employing people.

##### **2. Applicability**

- 2.1. This policy is applicable to all full-time and part-time employees, including those appointed on contract basis.

##### **3. Classification of Staff**

The members of the employee of the University shall be classified as:

- d) Academic – which term shall include Vice-Chancellor, Director, Dean, Associate Dean, Assistant Dean, Professor, Associate Professor, Assistant professor, controller of examination, part time faculty, Visiting faculty, **Workshop superintendent, Instructor**, and such other academic posts as may be decided by the university.
- e) Technical – which term shall include, System Manager, System Analyst, Software Engineer, Programmer, Civil Engineer, Superintendent, Lab Assistant, foreman, Supervisor (workshop), Carpenter, Mechanic, Overseer, Medical Staff, House Surgeon and other Medical staff, Wardens/ Matron and such other administrative and other staff as may be decided by the university.



f) Administrative and others – which term shall include Registrar, Director, Joint Registrar, Chief Finance and Accounts Officer, Dy. Registrar, Dy. Director, Assistant Registrar, Assistant Director, Administrative Officer, Assistant Administrative officer, Section Officer, Training and Placement Officer, Assistant Manager/ Manager/ Senior Manager (Marketing, Finance & Accounts, HR, CRC etc) Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Accountants, Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the university. The term shall also include Head-Training and Placement, Head- Marketing/Branding, Head-HR.

Cleaning and other staff – which term shall include Security Guards, Gardeners, Sweepers, Electrician, skilled and unskilled Attendants, Peons etc., and such other staff as may be decided by the university.

#### **4. Classification of Appointment :**

##### **4.1 APPOINTMENT BY PROMOTION:**

- 4.1.i. Appointment to a post in any grade by promotion shall be made, whether in a permanent or officiating capacity, from amongst employees serving in posts or in the next lower grade.
- 4.1.ii Every appointment by promotion shall be based on the recommendation of the promotion committee as per the policy lay down by the university under the “Promotion Policy”.

##### **4.2. TEMPORARY EMPLOYMENT**

- 4.2.i Appointment of the temporary employee will be for short duration or fixed term for 3 months to 10 months.
- 4.2.ii. The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the university or by the university to the employee. The period of such notice shall be one day, unless otherwise agreed to by the University and the employee.



4.2.ii. The other terms and conditions of service of such employee shall be such as may be specified by the university in his/her letter of appointment

#### **4.3. APPOINTMENTS ON SPECIAL CONTRACT/ HONARARY/ EMIRITUS POSITIONS**

In order to meet higher quality bench marks in teaching and research, acclaimed academicians and/or person of eminence from industry are required in the University. Such eminent and competent faculty are required to be invited by the university as Professor Emeritus. It is experienced that Professor Emeritus will supplement teaching and collaborate with the faculty to stimulate activities for quality education & research besides playing mentoring and inspirational roles.

##### **PROFESSOR EMERITUS**

1. Professor Emeritus is prestigious faculty position that may be conferred upon to fully retired (more than 65 years of age), distinguished personality and who meet the eligibility criteria as per UGC norms. Emeritus position provides an opportunity to the superannuated distinguished teachers/ industry experts who have been actively engaged in research and teaching programmes in the preceding years to undertake teaching and research, without any restriction of position or pay scales.
2. The eligibility will be based on the quality of research and published work contributed by the teacher in her/his service career. The awardee (superannuated) can work under this scheme with a well-defined time bound action plan up to the age of 70 years (annually renewed). No extension under the scheme is admissible beyond 70 years of age.
3. Consolidated pay shall be admissible as per the university norms.

#### **4.4 APPOINTMENT OF PERMANENT OR REGULAR EMPLYEES**

4.4.i All the employees hired on permanent or regular basis will be hired as per guideline and criteria laid down in the Annexure 1.



4.4.ii. All the appointment made under this category will hired on the initial probation for 1(one) year, but in no case the total period of probation shall exceed four years.

4.4.iii. Criteria for Confirmation of Services is completion of PhD in relevant fields failing which the Contract of Appointment stands terminated.

4.4.iv. PhD in relevant field from an institute of repute with or without teaching experience can be appointed on permanent basis subject to confirmation of probation period of 1 year.

#### **4.4. ADHOC APPOINTMENTS:**

Notwithstanding anything contained in the above rules, the Board of Management may by a general or special order and subject to such conditions as it may specify in such order delegate to any authority in the University the power to make ad hoc appointments.

#### **4.5. SPECIAL CONTRACTS:**

Notwithstanding anything contained in the Ordinance, the Board of Management may, in special cases, appoint teachers on contract on such terms and conditions as it may deem fit:

Provided that no appointment shall be made under this clause for a period exceeding two years at a time.

### **5. CATEGORIZATION OF EMPLOYEES**

#### **5.1 Regular employees**

Person engaged on permanent basis and includes any person engaged against permanent position and confirmed.

#### **5.2 Probationary Employee**

Person hired against any permanent position will on probation for the 1<sup>st</sup> year of their service. Based on the evaluation/ review and recommendation of Dean (in case of School) and HoD (in case of Non- Teaching Department), probation will be extended for the next 3 month or services will be terminate in accordance to the policy laid down by the university.

#### **5.3. Fixed Term (Contractual) Employees**



Person who has been appointed for the Specific Project or appointed for fixed tenure, whose services are terminable at the end of the tenure. Their Contract may be extended for another term depending upon the requirement of their services.

#### **5.4 Other Categories**

Management Trainee/Graduate Trainee means candidates fresh from institutes (MBA, CA, ICWA, B.Tech, M.Tech, LL.B) and with no initial or prior work experience in past.

#### **5.5 Part Time**

Part time employees are those hired for work less than the normal working hour on a consolidated monthly salary. They will not be entitled nor they could claim any benefit provided to full time employees.

### **6. RECRUITMENT**

To attract and retail people with multi-dimensional skills and experience that matches with the present and future requirement of SU.

#### **Categories of Vacancies**

- A. As per Annual and Semi-Annual Manpower Plan
- B. Replacement Vacancy
- C. New Positions, Due to Expansion of Statuary Obligations.

#### **Modes of Recruitment**

- i. Advertisement in Local and National Newspaper/ Social Media
- ii. Internal Job Posting / Transfer
- iii. Existing Data Bank
- iv Job Portal
- v. Rehires

vi. By Invitation: The Board shall have the power to decide on the recommendations of the Director that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the Institute under a scheme approved by the Board.

**Points to be noted**

- a. No family relation of an existing employee will be considered for a position when the existing employee can directly or indirectly influence the recruitment & have any relation/role in supervising the employee or be in any position to determine/decide the performance of the new employee.
- b. In case of the hire of a family relation of any employee, the same will have to be brought to the notice of the Vice Chancellor and decision to hire finally rests with the Vice Chancellor. In case it is found at a later stage a hire has been made of a family relation of an employee without prior approval, then it will be deemed as a violation to this policy & appropriate action will be initiated that can ultimately result in termination of the employee. In the event that an existing employee becomes related to another employee through their own marriage or the marriage of their child, or otherwise, then the same will need to be declared to the Registrar.

**i. Newspaper advertisement**

An advertisement in newspaper/social media/magazine shall be published at least once a year taking into consideration the following points.

- a) Target publications for advertisements (Geographical Spread - Regional/Pan; India/Global)
- b) All relevant information will be contained in the advertisement (About SU; Position; Job description; Compensation, if needed to be stated; relevant contact details; etc.)
- c) Budget for publishing the advertisement.

d) Outcome of the screening committee results should be communicated to the shortlisted candidates within 1 month from the date of interview so that TSU does not lose good candidates.

ii. Internal Job Posting / transfer

a). Open positions can be filled by either transferring or deputing employees from different departments/divisions.

b). Internal transfer has to be in consultation and agreement between the Dean/HOD's of the employees, HR and the Vice Chancellor.

iii. Existing Data Bank

a). Applications received from candidates directly, through any advertisement, web-portals, other sources will be filed for future use in a data bank.

b). HR will maintain the updated Data Bank & before commencing any recruitment through consultant, job portal, or any other source, etc., the relevant data bank will be searched for suitable applicants.

c). Candidates rejected will be removed from the databank.

iv. Consultants/Search Firms

a. HR will recommend to the Vice Chancellor for the empanelment of search firms & recruitment consultants for the hiring needs of the Institute based on the current recruitment norms at various levels.

b. Director on recommendations of HR shall approve the empanelment of consultants and search firms. SU shall enter into a contract with each of the empaneled consultants before awarding the assignment.

v Job Portal

a. All Job portals to be used by the institute will be recommended by HR to the Vice Chancellor. The contract will specify the commercials and terms of service to be rendered.

b. The performance of all job portals in terms of applications coming in will be monitored against defined parameters and decision to continue their services, terminate the contract or to modify the nature of the contract/service will be taken periodically.

#### vi. Rehiring of Former Employees

a. As a policy, SU is open to consider former employees for rehiring which will be against specific needs. Rehiring them may be considered a good move, since they already know who's who in the University; they are familiar with the internal policies, practices and culture and are well versed with the working of the Institute. The cost and time of hiring, induction, and training is significantly reduced by recruiting former employees. They bring along with them experience and knowledge that they gained while outside the University.

b. Rehiring of former employees must happen against the open positions

c. For the purpose of recruitment, all former employees shall be considered as new candidates and similar recruitment process will be followed as what is applicable for any new hiring.

d. Former employees who have good performance ratings, who have exceptionally contributed to the growth of the Institute will be considered for rehiring.

e. The HR Division is however, precluded from arriving at a decision to rehire former employee who have earlier:

i) Been tagged as 'not good for rehiring' by the Dean/ HOD in the exit feedback.

ii) Already been rehired once & have exited again.

iii) Absconded.

iv) Who have not served their notice period

v) Been removed from service on grounds of misconduct, acts of moral turpitude or otherwise on lack of integrity.

vi) If were asked to leave due to performance issues



f). To ensure a right selection is made the second time, when and if a rehire opportunity comes up, the following aspects of an employee's exit are taken into consideration by the HR Division.

i) If the former employee exited even when the corrective actions were taken to control their exit, is most likely to leave again.

ii) If the reason for leaving still exists, this would indicate that the rehire is likely to leave again.

iii) If the former employee had stated their disinterest in rejoining the institute at the time of exit, they will be probed to identify the reason of change of mind.

iv) Refer to Dean/ HOD's comment. If the manager had recommended 'good for rehiring', the rehiring process must be initiated for the former employee

#### **7. PROBATION:**

Employee Shall be shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed Fourty Eight months.

Provided further that the condition of probation shall not apply in the case of teachers appointed on invitation by the Board of Management with specific provisions.

#### **8. APPOINTMENT OF VICE-CHANCELLOR**

The Vice-Chancellor shall be the Principal academic and executive officer of the University and shall be responsible for the proper administration of the University and for the imparting of instruction and maintenance of discipline therein.

#### **9. DEAN/ HEAD OF DEPARTMENT**

Each School/department of the University shall have a Head who shall be selected by the Vice-Chancellor on rotation basis from amongst the Professors, Associate Professors, provided that when in the opinion of the Vice-Chancellor the situation so demands, the Vice-Chancellor may himself/herself take temporary charge of a department(s) or place under the charge of such other Professor/ Associate Professor from another Department for a period not exceeding six months. The Head of Department shall be responsible for the entire working of the Department, subject to the general and overall control of the Vice-Chancellor.

It shall be the duty of the Head of the Department to ensure that the decisions of the university and of the Vice-Chancellor are faithfully carried out. He/ she shall perform such other duties as may be assigned to him/her by the Vice-Chancellor from time to time. The position of the Dean/ HOD will be rotational and or for a maximum period of three years or any other period which may be decided by the Management.

#### **10. PLACE OF POSTING:**

Place of posting will be Ansal University, Gurgaon, Haryana. However, the management may transfer any Teaching Faculty & other staff to any other offices/campuses/ locations existing or to be opened in future by the University and the sponsoring body. Consequent upon such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable.

#### **11. STANDARD PAY SCALES:**

The standard scales of pay are as given under:

Professor / Sr. Professor	67000-79000 AGP Rs. 10000 (Academic Level-15)
	37400-67000 AGP Rs. 10000 (Academic Level-14)
Associate Professor	37400-67000 AGP Rs.9000 (Academic Level-13A)
Assistant Professor	15600-39100 AGP Rs.6000 (Academic Level-10)
	15600-39100 AGP Rs.7000 (Academic Level-11)
	15600-39100 AGP Rs.8000 (Academic Level-12)

The management reserves the right to offer different pay scales, consolidated honorarium or alternative pay packages to the teachers of the university besides the above standard pay scale. A professor holding substantive post may additionally be assigned Deanship for academic administration of School of study of the university and a separate special allowance/honorarium in addition to the normal pay package of the post of Professor, as may be decided by the management of the University, keeping in view the stature and credentials of the said professor may also be paid for such additional assignment as Dean till the incumbent holds the position. This will be applicable only for the Dean of the School of study of the University and not for other equivalent positions.



**12. INCENTIVES FOR PH.D.**

If a candidate is appointed as Asstt. Prof. with Ph.D. two increments may be made admissible, as per the discretion of the appointing authority.

**13. Fitness:**

No person shall be appointed to any post unless the appointing authority is satisfied that he possesses good character and antecedents.

The appointment and its continuance is subject to being found and remaining medically (physically and mentally) fit. The University reserves the right to have any employee medically examined at any time during the course of employment through a medical practitioner nominated by the management and a report of medical examination will be submitted to the management whose decision in this regard will be final and binding.

**14. Variations in Terms and Conditions of Service:**

Every teacher of the University shall be bound by the Regulations which are in force in the University from time to time.

**15. Term of employment of teachers:**

No teacher of the University, without the permission of the Board of Management shall engage directly or indirectly in any Trade or Business or any private tuition or any other work to which an emolument or honorarium is attached except in work the work undertaken in connection with the examination of Universities or learned Bodies or Public Service Commissions or to any literary work or publication or radio talk or extension lectures or, to any other academic work with the permission of the Vice-Chancellor.

**16. NATURE OF DUTIES:**

Every teacher shall take part in the teaching and research programmes activities of the University and perform such duties as may be assigned to him/her from time to time in accordance with the Act, the Statutes and Ordinances framed there under, for the time being in force, and generally act under the direction of the authorities of the University.

**17. CONDITIONS OF SERVICES**

Every teacher and such other employee as are mentioned in the Regulations shall be appointed under a written contract, which shall be lodged with the University and a copy thereof shall be furnished to the employee concerned.

## **18. Eligibility Criteria**

As mentioned in Annexure A

## **19. Guidelines for Appointment**

- 19.1 All posts at the University shall normally and as, far as possible, be filled by advertisement; but, the Chancellor on behalf of the Governing Body shall have the exclusive power to decide, either on its own or on the recommendations from the Vice-Chancellor, that a particular post be filled by invitation, or by promotion from amongst the members of the staff of the University.
- 19.2 Every appointment for the faculty positions and senior administrative post (upper management) shall be filled by the selection committee of the University constituted as per the procedure and the proceedings to be forwarded to the Management for information and concurrence. For all other ministerial staff the Vice-Chancellor shall be empowered to fill the vacancy or he may suggest constitution of a three member committee for the purpose. Appointments so done shall be reported to the Chancellor/management. Appointments, with or without grades, in the University will be created on ad-hoc, Temporary and Regular basis by the University as per the requirement shall be ascertained on the basis of the norms prescribed by the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.
- 19.3 All appointments shall be approved by the "BOM" and reported to the Governing Body.
- 19.4 The selection committee will judge the suitability of all the candidates for the members of the teaching faculty. Letters of confirmation in services shall only be issued by the Registrar for all employees except to the Vice Chancellor; on the recommendations of the Vice-Chancellor on the basis of the recommendation of the review committee formed time to time for the purpose of review the cases for annual increment /promotion etc. In case of the Vice-Chancellor, the Chancellor, on behalf of the Management has the sole power to confirm his services as the Vice-Chancellor.



- 19.5 Every appointment, whether temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/ contract. Such appointments, may however, be extended, subject to a written confirmation of such extension duly approved by the Vice-Chancellor, for such period (s) as he may deem fit, failing, which, no extension shall be considered valid and binding on the University.
- 19.6 All appointments shall be made on mutually accepted Terms & Conditions between the parties.

## **20. Constitution of Selection Committee**

### **Standard Operating Procedure appointments of academic and non-academic staff at Ansal University**

- a) **Purpose:** The purpose of this Standard Operating Procedure is to establish a procedure to be followed before appointing any academic and non-academic staff at Sushant University.
- b) **Responsibility:** All concerned members/officers entrusted with the responsibility of recruitment would be responsible for maintaining, documenting and implementing this procedure.
- c) **Rationale:**
- Ansal University is committed to establish itself as a paragon of excellence in the Indian higher education space by providing world class learning environment to its students. In order to achieve this goal it is of paramount importance that we adhere to the set of processes and standards that are followed in leading educational institutions across the world.
- Transparency and governance are pre requisite in winning trust and confidence of the public. Respect of an institution, valuation of an enterprise, standing of a nation is directly proportional to the transparency and governance. Transparency and governance are two touchstones to fathom the character and gravitas of an organization. As a university we are committed to instill transparency and governance in every process and procedure that we employ in pursuit of the University's mission, objectives and goals.





- As a leading educational institution we are answerable to not only to our board but also to our students, government, educational bodies and the public at large.
- In this age of transparency every detail is available to public at large through Right to Information (RTI) act coupled with enormous reach of information through internet. Therefore it is imperative that we establish well defined procedures and processes that are transparent and objective and that can stand any test or scrutiny.
- Academic and non academic staff plays a critical role in the development of a stimulating teaching and learning environment and therefore appointment of these personnel is very critical. Therefore it is of utmost importance that we define, document and implement standard processes for the hiring of the human resources.
- Implementation of these standard processes would be a step forward in implementing transparency and good governance at Ansal University.

**d) Process of Selection:**

- Every vacancy (**for academic and non-academic staff**) would be advertised and a pool of applicants would be generated
- Resumes of all applicants would be rated and documented
- Selected applicants would be called for interviews

**e) Selection Committees:** The following will be the constitution of selection committees for various positions:

**28.1 Director/Deans/Professors & Equivalent Positions and Above:**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Recourse
- **Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.**
- For Architecture discipline, Nominee of COA will also be called.



**28.2 Other Teaching Positions (Associate Professors, Assistant Professors and below):**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Three Experts of the concerned subject/field (not connected with the University) nominated by Chancellor/Vice chancellor.
- Dean/ Head of Institution of concerned subject/field
- For Architecture discipline, Nominee of COA will also be called
- Registrar-Member Secretary

**28.3 Non - Teaching Upper Management Level**

- Chancellor or his nominee
- Vice Chancellor
- Director- Human Resource
- Dean/HOI of the concerned School
- Registrar - Member Secretary

**28.4 Others ministerial Staff:**

- Vice Chancellor or his nominee
- Registrar, Joint Registrars, HODs as applicable.

**28.5 Visiting Faculty:**

The appointments of visiting faculty will be decided by the concerned Dean/ Head of Institution in consultation with the Vice Chancellor.

**28.6 Procedure for holding selection committee meeting.**

- a) The meeting of a Selection Committee shall be convened by the Vice-Chancellor.
- b) The Vice-Chancellor shall preside at the meetings of a Selection Committee.
- c) The Registrar, and or his nominee shall be the ex-officio Secretary wherever it may be required. However, he will be a nonvoting



member in the selection committee for teaching staff above the label

of Associate professor.

- d) Ordinarily a week's notice of a meeting shall be given.
- e) Four members inclusive of the Chairman shall form quorum.
- f) The Chairman shall be entitled to vote at the meeting and shall have and exercise a casting vote in the case of an equality of votes.
- g) The meeting of every Selection Committee shall be held at AU or at such other place as the Vice-Chancellor may decide.
- h) The Selection Committee shall consider and submit to the Board of Management recommendations as to the appointment(s) referred to it.
- i) The Chairman shall have the power to lay down the procedure in respect of any matter not mentioned herein.
- j) If the Board of Management is unable to accept any recommendation made by the Selection Committee, it may remit the same to the Selection Committee for reconsideration and if the difference is not resolved, the Board of Management shall record its reasons and submit the case to the Chancellor for orders.
- k) The constitution of the Selection Committee for the purpose of recognizing teachers shall be as suggested by the Board of management.
- l) All Appointments should be approved by the BOM and reported to the Governing Body/Management
- m) The appointment of Dean, Associate Dean and Assistant Dean in various Schools across the University, shall strictly be on rotational basis for the period as may be determined by the University, which however should not be more than three years. These positions should be offered to the senior professors having requisite qualifications and experience as per the prescription of the UGC. All the benefits entangled with such kind of additional responsibilities shall be automatically withdrawn when the

Professor incumbent is reverted back in the event of rotational change of assignments as Dean, Associate Dean and Assistant Dean.

### Annexure A

Designation	Minimum Qualification	Mandatory Qualification	Minimum Teaching Experience	Research Publication	No. of Books Published	Citation index
Teaching Assistant / Faculty / Lecturer	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)		Nil			
Assistant Professor (Academic Level – 10)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	Nil			
Assistant Professor (Academic Level – 11)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 3 Years	3 (at least 1 in journal of International repute)		
Assistant Professor (Academic Level – 12)	Master's degree with 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Qualified UGC- NET	min. 5 years	4 (at least 2 in journal of international repute)		

<b>Associate Professor</b>	Master's Degree with at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed)	Ph. D Degree	min. 8 years (Min. 5 Years Post PhD)	5 (at least 2 in journal of International Repute)		
<b>Professor</b>	An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications(of which 3 in journals of International Repute) in the peer reviewed/ UGC listed journals and a total research score of 120		min. 10 years post PhD (min. 4 Years as Associate Professor)			
<b>Senior Professor in Universities</b>	A minimum of twelve years of teaching/research experience as Professor or an equivalent grade in the University/ College/ National level institute with Ph. D Degree		The selection shall be based on ten best publications in the Peer reviewed/UGC C listed journals and award of minimum two Ph.D. degrees under his/her supervision during last 3 years and interaction with a Committee constituted.			

**Note: in case of specific program falling under PCI/COA/BCI/ NCTE/ other statutory body, minimum qualification and experience shall be as defined by concerned specific statutory body.**



**CAREER ADVANCEMENT SCHEME (CAS)**  
*for*  
**PROMOTION OF TEACHERS**

**[Based on UGC guidelines of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standard in Higher Education, Regulations, 2018 and API is amended by university]**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**



**PROFORMA FOR PROMOTION OF TEACHERS UNDER  
CAREER ADVANCEMENT SCHEME (CAS)**

[As Per UGC (Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities & Colleges and Measures for the Maintenance of Standards in Higher Education, Regulations, 2018 and API is amended by university]

(Note: Before submitting the form, kindly make sure that the eligibility criteria and API for the promotion is fulfilled.)

**1. General Information:**

General Information and Academic Background		
1	Name (in Block Letters)	
2	Father's Name	
3	The Category you belongs to (SC/ST/OBC/GEN)	
4	Gender(Male/Female/Other)	
5	Current Designation & Grade Pay	
6	Name of the Department	
7	Date of Last Promotion, if any	
8	Stage/Academic Level with Designation for which you are an applicant for promotion under CAS	
9	Address for Correspondence (with Pin Code)	
10	Permanent Address (with Pin Code)	
11	Contact No.	
12	E-mail Address	

**2. Academic Qualification (Highest).....**

**3. Field (s) of Specialization: .....**



4. Appointments held prior to joining Sushant University, Gurugram:

Designation	Pay Scale/ Grade Pay/ Academic Level	Nature of Appointment	Name of Employer	Date of Joining	Date of Leaving	Reason for Leaving

5. Have your above mentioned past services been duly counted for promotion under CAS?.....  
(If yes, please attach proof)

6. Total Teaching experience (in years) : .....

(a) P.G. Classes (in years).....

(b) U.G. Classes (in years).....

7. Research Experience (Post Ph.D. Degree) in years.....

8. Post-Doctoral Research Experience in years (as a Research Scientist, Research Associate/  
PDF etc.) .....

9. Details of Orientation and Refresher Course attended:

Name of the Course	Place	Duration	Name of institution/ Human Resource Development Centre	Sponsoring Agency

10. Details of Seminar/Conference/Faculty Development programme/Work shop attended/  
participated:

Name of the programme	Place	Duration	Name of institution/ Human Resource Development Centre	Sponsoring Agency



## PART-B

**Table-1**  
**(Assessment Criteria and Methodology)**

### Activity 1: Teaching (Only for Assessment year)

Session	Programme	Semester	Name of Subjects Taught	Level (UG/ PG)	Mode of Teaching	Total teaching load Assigned

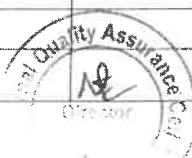
Note: Teaching load should be supported by time-table and counted actually.



**Table-2 (Academic/Research Score)**  
**API Score**

(Assessment must be based on evidence produced by the teacher such as; copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc.)

S.N.	Academic/Research Activity	For all disciplines of university	Enter Quantity/Parameter	Obtained Score	Attach proof as Annexure No.
1.	<b>Research Paper in SCI indexed/Scopus or equivalent journals:</b>				
	Single author	10			
	Double Author	6 (Max. 30 for Asstt. Prof. & 60 for Assoc. Prof.)			
	More than two author	4 (Max. 28 for Asstt. Prof. & 60 for Assoc. Prof.)			
2.	<b>Research Papers in Peer-Reviewed or UGC listed Journals</b>				
	Single author	4			
	Double Author	3 (Max. 18 for Asstt. Prof. & 30 for Assoc. Prof. )			
	More than two author	2 (Max. 10 for Asstt. Prof. & 20 for Assoc. Prof. )			
3.	<b>Publications (other than Research papers)</b>				
	<b>(a) Books published by International publishers/ National Publishers ;</b>				
	Single author	10/8			
	Double Author	8/6			
	More than two author	6/4			
	Chapter in Edited Book	5/3			
	<b>(b) E-Books published ;</b>				
	Single author	6			
	Double Author	4			
	More than two author	2			
	Chapter in Edited Book	1			
4.	<b>Creation of ICT mediated Teaching Learning pedagogy and content</b>				
	<b>(a) MOOCs</b>				
	Development of complete MOOCs	10			





	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02			
	<b>(b) E-Content/ SWAYAM/NPTEL</b>				
	Development of e-Content for a complete course	08 (max. 40)			
5.	<b>(a) Research guidance</b>				
	Supervised Ph.D. students	10 per degree (Max. 30 for Asstt. Prof. and Max. 60 for Assoc. Prof.)			
	M.Phil./P.G dissertation	02 per degree awarded (Max. 20 and 40 for Assoc. Prof.)			
	<b>(b) Research Projects Completed</b>				
	More than 10 lakhs/ Less than 10 lakhs	8/6			
	<b>(c) Research Projects Ongoing :</b>				
	More than 10 lakhs/ Less than 10 lakhs	5/2			
	<b>(d) Consultancy</b>				
	More than 5 lakhs/ Less than 5 lakhs	10/5			
6	<b>(a) Patents (International/ National)</b>				
	Single author	10/8			
	Double Author	8/6			
	More than two author	5/3			
	<b>(c) Awards/Fellowship</b>				
	International/ National	10/5			
7	<b>*Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)</b>				
	International	05 per (max.40)			
	National	03 per (max.30)			
	State/ university	02 per (max. 20)			
8	<b>Organizing Seminar/Conference etc.</b>	04 per (max.20)			
		National- 2			
		International-4			
9	<b>Organizing Workshop/FDP/Short term courses Refresher courses etc.</b>				
	1 Week or More	05 per (max.15)			
	Not less than 3 days	03 per (max.15)			
10	Workshop/FDP etc. attended	02 per (max.10)			
11	Teaching Experience	2 per Year (Max. 10 and 20 for Assoc. Prof.)			
<b>Total API Score (A)</b>					



Others:

S.N.	Other Activity	For all disciplines of university	Enter Quantity/ Parameter	Obtained Score	Attach proof as Annexure No.
1	NET/GATE or equivalent qualified by UGC/CSIR/ICAR etc.:	15			
2	Criteria Incharge - Accreditation like NAAC/NBA/ ICAR/NIRF/ RIIA	20			
3	Program coordinator /Examination coordinator / flying squad /exam disciplinary committee (in last three years)	5 Marks per year			
4	Involved in Admission activity:				
	At least 2 admissions	5 per year			
	Outreach activity	2 per year			
	For additional admissions PER STUDENT	2			
5	Membership of Professional Bodies	3 Per Member (maximum 12)			
6	University level activities	5			
7	Organized NSS/NCC/Blood Donation Camps/other Social Welfare activities(In the Current Assessment Year)	3			
<b>Total (B)</b>					

	<b>Total Score API (A)</b>	
	<b>Total Score API (B)</b>	
	<b>Final Obtained Score (API)</b>	

Note: API score should be 70 or more and minimum 8 years' experience as an Assistant professor for applying for the position of Associate Professor and 120 or more and minimum 3-year experience to apply for the position of Professor. For Associate Professor & Professor position, PhD is mandatory.



(Attach documentary proof in support of the information provided by you in this Performa)

**List of Enclosures:** (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

I hereby declare that the information/documents provided by me are correct to the best of my knowledge and verifiable. I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

**Signature & Designation of the Applicant**

**Forwarding by Head of the Department**

**Forwarding by Dean of Faculty**

