

## RECRUITMENT AND PROMOTION POLICY

### Recruitment Policy

#### A. Eligibility

##### Assistant Professor

The minimum requirements of a good academic record, **55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's level** and qualifying in the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test – SLET/SET), shall remain for the appointment of Assistant Professor in UGC recognized Universities and affiliated colleges. The central government has temporarily put on hold the mandatory PhD requirement for the post of assistant professor, candidates who have qualified the National Eligibility Test (NET) will continue to be eligible to apply for the post.

Entry level pay for Assistant Professor as per UGC is Entry Pay (Level 10-15) ₹ 21,600 – ₹ 67,000.

##### Associate Professor and Professor

As laid down in promotion policy, of those faculties who have been satisfying the criteria laid down for movement from Assistant Professor to higher position and compliance to all eligibility criteria subject to seniority and superiority, depending on requirement of educational institution.

#### B. Promotion Policy

- An entry level Assistant Professor, possessing Ph.D. Degree in the relevant discipline shall be eligible, for moving to the next higher grade (stage 2) after completion of four years service as Assistant Professor.
- An entry level Assistant Professor possessing M.Phil. Degree or post-graduate Degree in professional courses, approved by the relevant statutory body, such as LL.M. /

MTech./MBA/MCA, etc. shall be eligible for the next higher grade (stage 2) after completion of five years service as Assistant Professor.

- c. An entry level Assistant Professor who does not have Ph.D. or M.Phil, or a Master's Degree in the relevant professional course, shall be eligible for the next higher grade (stage 2) only after completion of six years service as Assistant Professor.
- d. The upward movement from the entry level grade (stage 1) to the next higher grade (stage 2) for all Assistant Professors shall be subject to their satisfying the API based PBAS conditions laid down in this statute.
- e. Assistant Professors who have completed five years of service in the second grade (stage 2) shall be eligible; subject to meeting the API based PBAS requirements laid down by this Statute, to move up to next higher grade (stage 3).
- f. Assistant Professors completing three years of teaching in third grade (stage 3) shall be eligible, subject to the qualifying conditions and the API based PBAS requirements prescribed by this Statute, to move to the next higher grade (stage 4) and to be designated as Associate Professor.
- g. Associate Professor completing three years of service in stage 4 and possessing a Ph.D. Degree in the relevant discipline shall be eligible to be appointed and designated as Professor and be placed in the next higher grade (stage 5), subject to a) satisfying the required credit points as per API based PBAS methodology, and b) an assessment by a duly constituted selection committee as suggested for the direct recruitment of Professor. Provided that, no teacher, other than those with a Ph.D., shall be promoted or appointed as Professor.

### **C. Interview Committee**

There would be 3 stages of interview for recruitment process:

- a. On application of a candidate meets with the requirement of UGC to be eligible for recruitment as Assistant Professor and verified by H.R.Department.
- b. He/she will have to give a demo lecture of min.1 to max 2 sessions in divisions decided by the Campus Director/Principal. Wherein HOD of department and Campus Director or his representative will sit as nominee. Upon satisfactory report (i.e. with over 50% weightage by both members), he would get to another tier as under.
- c. He/she would be appearing before interview committee consisting of Principal of the concerned college, Campus Director, General Manager (as Management representative) and one H.R. Representative or any one so nominated by G.M.vice the department.

- d. Upon the Committee finding the candidate okay with minimum Good or Excellent review, would be short listed to face Chairman sir at his availability.
- e. The Salary part of the candidate would be discussed and decided by Director and General Manager of the Campus.

  
Mrs. Neelima Shah  
General manager

