

Schedule A - I

APPOINTMENT OF VACATIONAL ACADEMIC STAFF (Faculty Members or Teachers)

1. Introduction

The reputation of an academic Institute depends mainly on the quality of the faculty members. The reputation of the Institute of Chemical Technology (ICT) has been built up by the contributions of its faculty members in teaching, research, consultancy, and service to Industry and society. Hence, induction of quality faculty in the Institute is very crucial. The procedure of appointment should be of high standard, transparent, appropriate, objective and effective. To ensure that the selection procedure of teacher is highly objective, transparent and merit based, it is thought appropriate to restructure the current practice of selection and frame objective criteria.

As per the sub-section 23 (b) of the Statutes, the Board has been vested with a power to decide the qualifications and selection procedures of different academic, other academic and non-academic posts and appoint suitable persons on them. The present Ordinance has been framed on the basis of the minimum qualifications prescribed by the AICTE for various posts and the relevant G.R. wherever required, efforts have been made to make the rules as objective as possible.

2. General

- (a) All appointments of the vocational academic staff (faculty members/ teachers) shall be made in accordance with procedure laid down by the Ordinances.
- (b) All the vacant posts shall be filled through All India advertisement and the direct recruitment shall be on the basis of merit alone, through open selection.
- (c) While making appointments, care shall be taken to make the necessary provisions for the reservation of posts as per the Government norms.
- (d) No act or proceedings of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.
- (e) All appointments of teachers shall be reported to the Board at its next meeting.
- (f) Every teacher shall devote his/her whole time to the service of the Institute, and shall be bound by the Statutes, Ordinances, Regulations, Rules and Code of Conduct of the Institute.
- (g) Every appointment shall be subject to the conditions that the appointee is certified as

being in sound health and physically and mentally fit for serving, by a medical authority nominated by the Board.

- (h) The date of retirement of a teacher working on a Government approved post shall be as per the norms of the respective Government providing the Salary Grant.
- (i) The Board shall have power to terminate the services of a teacher by three month's notice or on payment of three month's salary in lieu thereof, if, on medical grounds, certified by a medical authority, nominated by the Board, and after considering the case as per the Ordinance, his/her retention in the service is considered undesirable by such appointing authority.
- (j) A permanent teacher may terminate his/her employment by giving a notice of three months provided the Vice-Chancellor may, for sufficient reasons, reduce this period.
- (k) The service of a temporary employee shall be liable to be terminated at any time by a notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee. The period of such a notice shall be one month, unless otherwise agreed to by the Institute and the employee.
- (l) It shall be the authority of the Board to decide as to which cadre a post belongs.
- (m) The conditions of service of teachers shall be such as may be prescribed by the Ordinances.
- (n) The educational qualifications prescribed for a given post are the minimum and mere possession of the same shall not entitle a candidate to be called for an interview.
- (o) The Institute reserves the right to fill or not to fill any of the vacancies advertised depending upon the situation prevailing at the time of appointment.
- (p) The Institute shall have the following cadre structure and scale of pay as per the VIth pay commission and will be revised from time to time.

3. General Rules on Minimum Qualifications, Experience and other Requirements Applicable to Vacational Academic Staff.

1. For faculty posts at Assistant Professor's level the minimum qualification is Master's degree from a reputed university/ institute. Only in exceptional cases where the candidate meets the criteria as enumerated below will be eligible for interview since ICT is a research institute on par with IITs, IISc, IISER and hence the candidates possessing Ph.D. degree will be given preference. The Scrutiny Committee will have the right to

accept or reject any application. All candidates applying for any faculty position must have at least one degree in first class or equivalent CGPA at UG or PG level.

2. If a Class/ Division is not awarded at the Bachelor's/ Master's level, a minimum of 60% marks in aggregate shall be considered equivalent to First class/ division. If a Grade Point system is adopted, the CGPA will be converted into equivalent marks.
3. A relaxation up to 5% in the marks or corresponding CGPA will be provided at the Master's level for the candidates belonging to the reserved categories.
4. Candidate having Ph.D. with excellent publications/ patents will be eligible for higher pay with increments.
5. In case of exceptionally talented candidates with post-doctoral experience and/ or industrial experience at a responsible position after the award of Ph.D., the experience will be accounted for additional increments, if selection committee deems it a fit case.
6. In case of candidates who have guided Ph.D.s, there should be publications/ patents arising out of the Ph.D. thesis in refereed national/ international journals. Merely guiding or co-guiding Ph.D. will not gain any weightage in the absence of publications.
7. The research papers should be published in cited research journals of repute in the relevant scientific areas.
8. For Assistant Professor's post the publications may be based on the doctoral work of the applicant candidate.
9. For Associate Professor's and Professor's post, the publications to be considered should be based on the independent or guided research work during the qualifying service in the lower grade or those emanating from post-doctoral work in reputed academic/ research institute.
10. The quality and impact factor of the journal for a specific discipline will be decided by the Selection Committee and a cumulative impact factor for that discipline will be calculated.
11. In case of multiple author papers, or multi-institutional collaborations, the contribution of the candidate will be decided as per the status of the candidate, i.e., corresponding author/ supervisor, co-author or one of the students. Of the total contribution for the relevant category of publication by the candidate, the corresponding author/supervisor and co-authoring faculty should share equally 60% of the total points and the remaining 40% would be shared equally by the all the student coauthors.
12. Candidates who have already worked on the government approved schemes such as INSPIRE, Fast Track, or having at least 8 years of industry, research or academic experience after Ph.D. will be considered as equivalent to Assistant Professors and the

same rules will be applied for consideration for appointment to a higher stage as per the Government norms.

13. All candidates will be required to submit the following documents in addition to essential documents along with their application.
 - (a) Research statement and strength of research and its relevance to existing areas or emerging areas related to the activities of the ICT.
 - (b) Teaching statement with regard to the course/subjects that the candidate would like to teach w.r.t. the following
 - (i) Undergraduate Courses
 - (ii) Postgraduate Courses
 - (iii) New Courses related to personal expertise to be taught at Ph.D. level.
 - (iv) Interdisciplinary courses
 - (c) Brief abstract of one or two research proposals to be submitted to funding agencies.
 - (d) Type of in-house activities the candidate would like to undertake and also extra mural activities.
 - (e) Teaching methodology to be adopted.
 - (f) Types of industries where the candidate's research will have connectivity including names of some of them for industry - institute collaborations.
 - (g) If the candidate has earned any of his degrees from the ICT, whether he/ she would like to develop a new area of research based on his/ her exposure as Post- doctoral fellow or industrial experience or the like.
14. Candidates who do not have formal Master's degree but have earned their Ph.D. (integrated) directly after Bachelor's degree should have enough course credits during their doctoral work.
15. For Associate Professor's position, the candidate from academia must have been actively involved in research and guided at least two Ph.D. / five Master's candidates with high quality publications. For Professor's position, the candidate should have guided five Ph.D. or equivalent work/ Patents.
16. The selection of faculty on endowment positions will be governed by the rules as specified in the MoU between the donor and the ICT.
17. The short-listed candidates will be required to make three types of presentations before the Departmental Committee: (1) Classroom teaching, (2) Past research and future research interests and (3) Plans for out-reach activities. The performance in these presentations will be one of the major criteria for selection of the candidate as faculty.

4. Minimum Qualifications, Experience and other Requirements Applicable to Non Vacational Academic staff

Minimum qualifications, experience and other requirements for the non vacational academic positions in library will be as per the UGC/ AICTE norms.

5. Advertisement

- a) Every academic post, to be filled in by selection, shall be duly advertised, by the Registrar, according to the draft approved by the Vice- Chancellor.
- b) A rolling advertisement of the vacant posts as well as those about to fall vacant in near future shall be kept on the website of the Institute and the applications may be solicited throughout the year.
- c) Each advertisement should give the following details:
 1. Titles and numbers of the vacant posts.
 2. Subject/ specialization essential as per the requirement of the Department concerned.
 3. Essential and desirable qualifications.
 4. Scale of Pay.
 5. Age limits, if any. The date for determining the age limit shall be the last date for receipt of applications, as given in the advertisement.
 6. Number of posts reserved for SC/ ST/ DT-NT/ OBC/ SBC, PH, etc.
 7. Mode of receiving and submission of the application forms.
 8. Suitable instructions.
 9. The maximum age limits for application to various Government approved academic positions will be as prescribed by the Government of Maharashtra:
 - Professor - 54 years
 - Associate Professor - 50 years
 - Assistant Professor - 35 years
- d) Suitable instructions to the candidates should be given in the detailed advertisement.
- e) While advertising the posts, necessary provisions shall be made for the reservation of posts in favour of the Backward Classes and Weaker Sections of the Society, in accordance with the Government norms.

- f) A detailed advertisement document containing a set of prescribed number of application forms and detailed instructions shall be sold to the candidates at the prescribed application fee. The document may also be kept on the website in a downloadable form and the downloaded form will be received with the appropriate fee.

6. Processing of Applications

6.1 Summary of the applications:

- a. The Registrar shall prepare the summary of the bio-data of each candidate and place the same along with attached documents before the Scrutiny Committee.
- b. The Vice- Chancellor may also, for sufficient reasons, consider any application received before the scrutiny of the respective applications and include it in the scrutiny.

6.2 Scrutiny Committee

- (a) There shall be a Scrutiny Committee to scrutinize the applications with respect to the eligibility and credentials of the candidates as per the norms prescribed.
- (b) The scrutiny committee shall be constituted by the Vice-Chancellor, and shall have the following composition:
 - 1) Dean (Academic Programme) – Chairperson
 - 2) One more Dean to be nominated by the Vice chancellor
 - 3) One outside expert (nominated by the Board)
 - 4) Head of the concerned Department
 - 5) Registrar – Member Secretary
- (c) If the number of candidates for a post is large, the Scrutiny Committee may decide criteria for short-listing the candidates to be called for interview. List of short-listed candidates will be displayed on the Institute's website/ notice board.
- (d) The Scrutiny Committee will also decide the equivalence of the disciplines with the approval of the Vice-Chancellor.

7. Interviews

7.1. Selection committee:

- (a) In the case of all the Vacational Academic Staff, the Selection Committee shall consist of:

Sr. No.	Committee Constitution	Designation
1	Vice Chancellor	Chairperson
2	Dean - Academic Programmes	Member
3	Dean – SA & HRD	Member
4	Member of the BOG, to be nominated by the Chairperson of the Board	Member
5	Three subject Experts, nominated by the Board	Members
6	A Professor from Reserved Category – Vice Chancellor's Nominee	Member
7	Head of the Department concerned	Member
8	Registrar	Secretary

- (b) The selection committees shall be constituted by the Vice-Chancellor.
- (c) For each post there shall be a separate selection committee.
- (d) The Head, referred to at Sr. No. 7 in the above table shall be at the level of Professor in the Department concerned. If such a person is not available, the Vice-Chancellor shall appoint any other senior Professor in his/her place.
- (e) For the non vocational academic positions in library, the member at Sr. No. 7 in the above table shall be the Chairman of the Library Committee.
- (f) The panel of minimum of eight experts per position shall be prepared by a committee comprising of the respective HOD and Dean (AP) and approved by the Vice-Chancellor. The Vice-Chancellor shall invite three experts from this list for each meeting. Such a panel shall remain valid for a period of three years; provided that any change required in the panel of experts should be approved by the Chairperson of the Board.
- (g) The quorum of the meeting shall be five including the Vice Chancellor, BOG nominee, a representative of reserved category, and at least two experts at Sr. No. 5 in the above table.
- (h) A Selection Committee once constituted shall be eligible to exercise its functions in relation to that post for a period of three years from the date of approval by the Chairman.

7.2. The selection procedure shall be conducted in two steps on two consecutive days:

Step 1: Presentations as described in point 3.17 at the Department concerned will be done on earlier day. The respective HoD will be the Chairman and other faculty

members will be members. The Confidential Report of the performance of the candidates will be forwarded by the Head to the Vice-Chancellor in sealed envelope.

Step 2: Personal interview/ presentation to be conducted by the Selection Committee on next day.

7.3. Fixing the date of the selection committee meeting:

The dates of the meetings of the Committees to conduct Step 1 and Step 2 shall be fixed so as to allow a notice of at least of 15 days of such meeting being given to each candidate; and the summary of the credentials of each candidate shall be sent to each member of the Selection Committee so as to reach him at least 10 days before the date of the Selection Committee Meeting.

7.4. Evaluation of the performance of the candidates during the interview:

- (a) Normally, the Selection Committee shall interview the candidates and adjudge the merit of the candidate by asking him/her questions based on his subject, specialization, Research work, Research Projects, future plans, and general knowledge. The Selection Committee shall also take into account the potential, personality, and the communication skills of the candidate.
- (b) After the interviews are over, the Selection Committee will take into account the performance of the candidates in the Departmental presentations and interviews prepare a merit list, and make suitable recommendations.

8. Appointment

- (a) The recommendations of the Selection Committee shall be forwarded to the Chairman of the Board by the Vice-Chancellor for approval.
- (b) The Registrar shall issue the appointment orders, by providing the appointee the service conditions, and taking the necessary undertaking/agreement from the appointee.
- (c) A person selected on a permanent position should convey his/ her acceptance within 15 days from the date of receipt of the offer letter, stating the possible date of joining at the institute. The offer to join will be valid for a period of 4 months from the date of the offer letter. For a person to be appointed on a temporary post, 15 days should be given from the date of the offer letter to send the acceptance of the offer and the offer to join will remain valid for a period of 2 months from the date of the offer letter. The Board

shall have the powers to extend the validity period of the offer letter.

- (d) The appointee at the time of joining should submit all original certificates needed for verification with two copies of each. He/she should also submit the following documents;
1. Discharge/ No objection certificate from the previous employer, if applicable.
 2. Medical fitness certificate as described in point No. 2 (g).
 3. Two passport size recent photographs.
 4. Contract form on a Rs. 20/- stamp paper.
 5. Joining letter
- (e) Incentive for Ph.D. / M.Phil. /M.E. / M.Tech.
- a. At the time of recruitment as an Assistant Professor.
 - (i) Five advance increments to those who hold Ph.D.
 - b. Two advanced increments to those who hold M.Phil. (Science and Humanities)
 - c. All appointments shall be reported to the Board at its next meeting.
 - d. The Merit list approved by the BOG shall remain valid for a period of six months from the date of approval by the BOG, and if any of the selected persons does not join the post offered, the Vice Chancellor may offer the post to the next candidate in the merit list.
 - e. Directly recruited Professor will be fixed at a stage not below Rs. 43,000/- in the Pay Band of Rs. 37400-67000 with AGP of Rs. 10,000/-.

9. Probation and Confirmation

- (a) All the appointments shall ordinarily be made on probation for a period of one year, after which the appointee, if confirmed, shall continue to hold his/her office subject to provisions of the Statutes and Ordinances till the date of retirement; provided that the Board may relax the period of probation in the case of appointees who were employees of the Institute prior to the new appointment/promotion.
- (b) An appointee on probation shall submit self appraisal reports; one at the end of the year. Prior to confirmation the Vice-Chancellor shall constitute a committee with the following composition to evaluate the performance of the candidate.

1	Dean, Academic Programmes	Chairman
2	Dean, SA & HRD	Member
3	One Senior Professor from a Department other than the	Member

	one to which the candidate belongs	
4	Two outside expert, nominated by the Vice-Chancellor	Members
5	Head of Department concerned	Member
6	Registrar	Secretary

- (c) The committee shall interview the candidate and take into consideration the performance of the candidate during the probation and recommend him/her for the confirmation in the service or extension of the probation period or termination of the service to the Vice-Chancellor and the Vice-Chancellor shall take appropriate decision and inform the same to the Board.
- (d) The Vice-Chancellor shall have the power to extend the period of probation for such a period as may be found necessary based on the recommendations of the committee.
- (e) Even after the extended period of probation if the performance of the appointed faculty is not found satisfactory, the Vice-Chancellor has the powers to terminate his/ her services with a month's notice or on payment of a month's salary in lieu thereof.

10. Appointment of Vacational Academic Staff (Faculty members or Teachers) purely on a Temporary Basis

- a) Appointment of vacational academic staff may be made on a temporary basis for a period not exceeding one calendar year subject to the following conditions:
1. The post is vacant and is going to remain vacant at least for next three months.
 2. The post cannot be filled on a regular basis immediately.
 3. The Vice-Chancellor is satisfied that in the interest of teaching, it is necessary to fill the vacancy immediately.
- b) The applications of the interested candidates should be invited by giving a suitable advertisement.
- c) The selection committee for appointment of these positions will be as follows;

1	Vice Chancellor	Chairperson
2	Dean - Academic Programmes	Member
3	Dean – SA & HRD	Member
4	Member of the BOG, to be nominated by the Chairperson of the Board	Member

5	Two Experts, nominated by the Board	Members
6	A Professor from Reserved Category – Vice Chancellor Nominee	Member
7	Head of the Department concerned	Member
8	Registrar	Secretary

- d) The appointment shall be effective from the date of joining the post.
- e) The candidate appointed on such a temporary post shall not claim any position in the Institute nor shall he/ she claim for any continuity.
- f) The appointment shall automatically terminate when an appointment on the same post is made by following the provisions of the Statutes and Ordinance, on a regular basis.