

F.No.6-1/2017-TS.VI
Government of India
Ministry of Human Resource Development
Department of Higher Education


Shastri Bhawan, New Delhi

13th February, 2019

Subject: Draft Recruitment Rules for the Faculty positions in the Schools of Planning and Architecture (SPAs) at New Delhi, Bhopal and Vijayawada as per SPA Act, 2014 - regarding

The undersigned is directed to refer to the subject mentioned above and to say that it is proposed to frame the Recruitment Rules (RRs) for faculty position for the three SPAs at New Delhi, Bhopal and Vijayawada. The draft RR's are enclosed.

2. It is requested that the comments, if any, may please be furnished within one month from the date of this OM through e-mail ts6section@yahoo.com.


(A.K. Singh)

Under Secretary to the Government of India

To

Webmaster, NIC, MHRD with a request to upload the draft RR's on the website of the Ministry.

Copy to : Director, SPA , New Delhi, Bhopal and Vijayawada with a request to upload the draft RR's on the website of the respective SPA.

Recruitment Rules (Under 4-tier flexible faculty structure) for Faculty in Schools of Planning and Architecture (based on RRs of NITs)

I. Cadres

	Designation and Pay	Essential Qualification	Minimum Essential Experience*	Cumulative Essential Credit Points*
1.	Assistant Professor (On Contract) PB-3 with Grade pay of Rs. 6000/- L-10	Ph.D.	NIL	NIL
2.	Assistant Professor (On Contract) PB-3 with Grade pay of Rs. 7000/- L-11	PH.D.	01 years total working (after Ph.D.) in teaching/research in reputed #academic Institute/R&D Labs/relevant organization	10
3.	Assistant Professor PB-3 with Grade pay of Rs. 8000/- with a minimum pay of Rs. 30000/- L-12	Ph.D.	03 years total working experience (after Ph.D.) in reputed# academic Institute/R&D Labs/relevant organization OR 06 years total teaching/research experience (out of 6 years, at least 03 years will be experience in reputed# academic institute/R&D Labs/relevant organization	20
4.	Associate Professor PB-4 with Grade Pay of Rs. 9500/- with a minimum pay of Rs. 42800/- L-13A	Ph.D.	06 years total working experience after Ph.D. at Assistant Professor level or equivalent in a reputed# academic institute/R&D Lab/relevant organization. OR 09 years total working experience, (out of 09 years 03 years will be after Ph.D.) Further out of 9 years at least 03 years of total working experience will be experience at Assistant Professor	50

			with AGP of Rs. 8000/- in a reputed# academic institute/R&D Lab/relevant organization.	
5.	Professor PB-4 with Grade pay of Rs. 10500/- with minimum pay of Rs. 48000/- L-14	Ph.D.	(a) 10 years total working experience after Ph.D. OR 13 years total working experience (out of 13 years, 07 years should be after Ph.D.) (b) Further at least 03 years total working experience will be teaching experience at the level of Associate Professor with AGP of Rs. 9500/- or 04 years at the level of Associate Professor with AGP of Rs. 9000/- or combination of Rs. 9000/- and Rs. 9500/-, (c) In para 'b' above the teaching experience of 3 or 4 years will be in an Institute of repute/R&D lab or relevant organization#.	80
6.	Professor (HAG Scale) Rs. 67000-79000) L-15	Ph.D.	Six years as Professor with AGP of Rs. 10000/- or Rs. 10500/- or a combination of Rs. 10000/- and Rs. 10500/- in an Institute of National Importance. <i>(The appointment of HAG scale will be in-situ i.e. no open appointment will be resorted to).</i>	150
			Note (i) Upto maximum of 40% of the total number of Professors in position after regular service of 6 years as Professors can be awarded HAG in an SPAs after fulfilling the eligibility conditions given above. (ii) Professors of SPAs who are appointed as Director in SPAs or other CFTIs shall be deemed to have been placed in the HAG scale notionally from the day of taking charge as Directors or from the date the Recruitment Rules issued by the Ministry, whichever is later. <i>Further they will not be counted in the 40% limit as the HAG will be personal to such Directors.</i>	

#Remarks: The Board of Governors (BoG) will define and draw a list of reputed academic Institutes/R&D Labs/relevant organization.

II. **Notes:**

- Any changes in the grade pay will be through open advertisement and on the recommendation of duly constituted selection committee, except where specifically exempted in these rules.
- All new recruitments shall have Ph.D. in the relevant/equivalent discipline and shall have a minimum 60% marks or equivalent CGPA in Bachelors and Masters or integrated Masters' Degree.

3. Person with Integrated Ph.D. (Bachelor's + Ph.D) is eligible for all the position with Ph.D. The minimum 60% or equivalent CGPA as mentioned in para 2 will be applicable.
4. For existing faculty members who completed their Ph.D. along-with their normal teaching load of Institute/QIP/study leave, the enrolment period of Ph.D. will be counted as teaching experience.
5. Contribution to Institute Administration should be recommended by concerned Head/Chairman and approved by the Director. Contribution to departmental Administration should be recommended by concerned Head and approved by the Director.
6. Permanent faculty members less than 50 years of age may be sponsored for Ph.D. in any of IITs/NITs/SPAs duly providing a facility to take study leave of three-years from their respective SPA. On completion of the Ph.D., they shall compete to get into the four tier system as per the new recruitment rules i.e. they can participate only where there is a vacancy.
7. Upto 5% of total faculty positions can be filled with candidates having B. Tech/B. Arch/B. Planning, or equivalent qualification so that persons with commendable and acknowledged relevant professional work (as decided by the selection committee) to join as Professors/Associate Professors/Assistant Professors.

(This is to introduce faculty from profession/industry at all levels including Professors/Associate Professors holding basic degree indicated above with adequate experience in profession with significant work).

8. Onetime measures at the time of notification of these Rules:

a) Through Selection Committee

- The permanent faculty members in a given SPA who have put in more than 09 years of total working experience with Ph.D. qualification (No post Ph.D. experience is required) as Assistant Professor or Six year of experience after Ph.D. as Assistant Professor shall be eligible for Associate Professor with Rs. 9500/- AGP having 50 credit points in that given SPA.
- Permanent faculty members in a given SPA having 17 years of total working experience with Ph.D. qualification (No post Ph.D. experience is required) with at least 03 years at the level of Associate Professor with AGP of Rs. 9500/- or 4 years at the level of Associate Professor with AGP of Rs. 9000/- or combination of Rs. 9000/- and Rs. 9500/- ~~or~~ and 80 credit points after last appointment shall be eligible for the post of Professor in that given SPA.

b) Mapping

- The permanent faculty member working as Associate Professors with AGP of Rs. 9000/- with Ph.D. at the level of Associate Professor shall be mapped as Associate Professor with AGP of Rs. 9500/-, provided they have at least 50 credit points after

last appointment. However their credit points will not be considered utilized/exhausted.

- The permanent faculty members with Ph.D. qualification working Professor in the 10000 AGP shall be mapped as Professor with AGP Rs. 10,500/- provided they have 80 credit points after last appointment. However their credit points will not be considered utilized/exhausted.

The mapping will be done through the duly Constituted Special Committee as under:-

Director of the Concerned SPA

Chairperson

One nominee of MHRD (not below the rank of Professor)

Member

One Nominee of the Board (not below the rank of Professor)

Member

9. The total working experience/length could be combination of services in SPA & other reputed academic Institutes/R&D Labs/relevant organization as defined by Board of Governors (BoG).

III. Credit Point System

The following shall be the credit point system:

S.No.	Activity	Credit Points
1. *	One External Sponsored R&D Projects completed or ongoing/patent granted	04 credit points 04 per project/patent as principal Investigator (<i>In case of more than one person in a project, the principal Investigator gets 2 credit points and rest to be divided equally among other members.</i>)
2. *	Consultancy Projects	04 Credit points @ Rs 10 lakhs or above of consultancy project, subject to maximum of 20 credit points.
3. *	Ph.D. completed (including thesis submitted cases)	06 per Ph.D. student. (<i>In case there are more than one supervisor, then the Main supervisor (1st Supervisor) gets 03 credit points per student and the rest to be divided equally among other supervisor(s)</i>)
4.	HOD, Dean, Chief Warden, Professor In charge (Training & Placement), Advisor (estate), CVO, PI(Exam), TEQIP (Coordinator) or any equivalent	02 points per semester up to a maximum of 16 credits points since the last promotion appointment .
5.	Warden, Assistant wardens, Associate Dean, Chairman/Convener institute academic committees, Faculty In Charge Computer Centre/ IT Services/ library/ Admission/ Student activities and other Institutional activities.	01 credit/ Semester up to a maximum of 08 credits points since the last promotion appointment .
6.	Chairman and Convener of different standing committee and special committee (Ex officio status will not be considered). Faculty in charges. (Each for	0.5 Credit/ Semester up to a maximum of 03 credits points since the last promotion appointment .

	one year duration) of different Units or equivalent	
7.	Departmental activities identified by HOD like lab in charges, or department level committee for a minimum period of one year	0.5 Credit/ Semester up to a maximum of 05 credits points since the last promotion appointment .
8.	Organised Workshop/FDP/ Short term courses of minimum 05 working days duration offered as Coordinator or Convener	02 per course up to a maximum of 08 credits since the last promotion appointment .
9.	For conducting National Programs like GIAN etc. as course coordinator: Program of 2 week duration Program of 1 week duration	02 credit points per course up to a maximum of 04 credits points since the last promotion appointment . 01 credit point per course up to a maximum of 02 credits points since the last promotion appointment .
10.	National/ International conference organized as Chairman/ Secretary	03 per program up to a maximum of 6 credit points since the last promotion appointment .
11.	Length of services over and above the relevant minimum teaching experiences required for a given cadre.	02 credit points per year with maximum of 10 credit points since the last promotion appointment .
12.	Establishments of New Lab(s)	04 credit points/Lab since the last promotion appointment .
13.	Theory Teaching of over and above 06 credit hrs. course	01 credits/credit hrs. up to maximum of 06 credit points since the last promotion appointment .
14.	PG Dissertation guided	01 credit points per project to a maximum of 10 points since the last promotion appointment .
15.	UG Projects.	0.5 credit points/ projects up to a maximum of 04 points since the last promotion appointment .
16.	Significant outreach for Institute Activities	01 credit points/ activity up to a maximum of 04 credit points since the last promotion appointment .

*These are not-exhaustible Credit Points mentioned in S. No. 1,2,3 and 4 of the Table on Credit Point System.

Carry Forward of Credit Points

For any movement from one position to other, if the Exhaustible Credit Point are more than the minimum required Credit Points for the selected position, then differential Credit Points from the Exhaustible Credit Points shall be carried forwarded to the Exhaustible component only.

Illustration:

Assistant Prof. to Associate Prof.

Minimum Required Credit Points : 50

i. For a candidate having 20 Non-exhaustible Credit Points

And

60 Exhaustible Credit Points, carried forward Credit Points will be $20 + (60-50) = 30$

ii. For a candidate having 30 Non-exhaustible Credit Points and 40 Exhaustible Points, carried forward Credit Points will be $30 + (40-40) = 30$.

GUIDELINES TO BE FOLLOWED FOR FACULTY SELECTION IN SPAs.

In addition to Recruitment Rules in vogue, guidelines adopted for selection of faculty following shall be:-

- (a) The qualifications and other terms & conditions of appointment as notified in the Gazette are bare minimum and the Board of Governors can however fix higher benchmarks, higher than the prescribed.
- (b) All the faculty posts in the Institute shall be filled by direct recruitment only. The procedure for selection of faculty is given in Annexure -A.
- (c) Fresh appointment beyond the age of 60 years is discouraged except in the case of faculty with exceptionally brilliant research career and with ongoing or approved externally funded research projects.
- (d) There shall be no distinction between external and internal candidates with regard to the requirements of qualification and experience.
- (e) All recruitment and pay-fixation shall be done by the BoGs of the Institutes only on the recommendations of duly constituted Selection Committees. There shall be no scope of fixing of altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate.
- (f) While there is no rigid formula for distribution of sanctioned posts among the Departments and centres within an Institute, the BOG, on the recommendation of the Senate, shall dynamically allocate sanctioned faculty positions among the Departments taking into consideration academic programmes of various Departments, existing quality of faculty, expected retirements and availability of bright candidates.
- (g) Since SPAs are now institutions of national importance, in order to avoid in-breeding, the SPAs will follow the following policies:
 - (i) Ph.D from the Institute will not be considered for recruitment in the same institute for the posts of Assistant Professor and Associate Professor. This is not applicable to candidates who members of the faculty and are pursuing a PH.D. in that institute.
 - (iii) In special cases, where the Department (at the time of short-listing) or the Selection Committee feels that an exception needs to be made (for reasons such as severe shortage of faculty in a given academic field or exceptionally brilliant candidate or any other), the reasons for such exceptions are to be recorded in writing and put up to the Board of Governors for approval. The Board, if convinced, may confirm the same. Such appointments will not serve as precedence.

PROCEDURE FOR SELECTION OF FACULTY IN SPA SYSTEM

1. The Director will create an "Advisory Committee on Faculty Recruitment (ACoFAR)" of so not more than 3 members including Chairman. Director can be Chairman of AcoFAR or he can nominate Dean/Faculty welfare or any senior Professor as the Chairman. the Committee shall discharge the following functions:
 - a) Examine and advise on distribution of faculty positions among various Departments;
 - b) Decide the relevant educational/specialisation in consonance with (a).
 - c) Proactively search for faculty candidates in India and abroad.
 - d) Examine and recommend proposals for deviation in age, formal qualifications, industry experience or any other criterion or guideline;
 - e) Reservation of positions for specialization or sub-specialization and level of faculty to be inducted; and
 - f) Proactively search for candidates from reserved categories, and if not available after repeated attempts, prepare proposals for de-reservation in accordance with the relevant rules & regulations.
2. The institute will create a panel of experts and update it on annual basis. The list will be prepared by taking inputs from Departments. Director may also add extra names or delete some from the list. The list, along with postal and electronic addresses, designations, specialization and other relevant particulars of proposed experts is to be placed before the Senate and then the BoG for their approval. Every higher authority shall have the power to add and delete names. Every attempt should be made to ensure that major specializations of each Department are adequately represented in the panel.
3. Prior to a selection process, the Director will choose experts from the approved panels ensuring a reasonable distribution among specializations, and to the extent possible, diversity of background, place of work etc.
4. Application may be received on paper or on-line or both, depending on the technological resources of the respective Institute. In addition, the Institute will consider application received against standing advertisement, if any and unsolicited applications.
5. Applications may be submitted throughout the year but interviews will be held depending on the number of candidates for interviews.
6. Applications, when received, will be organized, relevant information summarized, and sent to the Departments by the Registry, for short listing. The objectives of short listing are two folds:-

(a) to reject applications that do not meet advertised criteria and

(b) to select the best candidates from the remaining list so that the number of candidates to be called for interview with the experts remains within manageable limits.

7. Departments will make attempt to set "short listing criteria" that can be easily implemented. But, considering the multiple attributes that need to be considered, it may become necessary to make case by case exceptions. In all such cases the general short listing criteria and the reasons for exception, if any, are to be recorded in writing. Short listing criteria may include, among others, such conditions as:

- (i) superior academic record - Distinction/grades in ~~B.Tech/M.Sc./M.Tech.,~~
B.Arch./M.Arch/B. Plan/M. Plan higher than advertised criteria,
- (ii) reputation of institutions from where the candidate has obtained his/her degrees,
- (iii) number of unsuccessful attempts for the same post (Candidates who have been rejected in the past may be called only if there is a good reason, the reason to be recorded in writing)
- (iv) specialisation, including micro specialisation,
- (v) professional service record - reputation or organization where experience has been earned, nature of job, current activities etc.
- (vi) In case of related discipline such as Fine Arts/ sculpture/ social sciences, short listing to be done based on the direct relevance of the subject specialisation and not on indirect relevance.

For new Department the short listing criteria will be decided by Director in consultation with other indirect relevance.

8. The Departments' recommendations shall be placed before the Director for the final short - listing. The final list of candidates to meet the Selection Committee will be arrived at in a combined meeting of the Director, the ACoFAR, the HoD and at least three senior faculty members of the schools. In case of a lack of unanimity among the members, the Director's decisions shall be final for the purpose of calling a candidate to the interview.

9. The short listed candidates will be invited by the Director/Registrar for personal interview with the selections committee constituted in accordance with the SPA Act, 2014 and the Statutes of the respective Institutes. In addition, the individual institutes may seek seminar presentation in the Departments, and/or any other form of academic interaction with the faculty. All such interaction will be open to the faculty and students of the institute and will be well publicized in advance to invite a decent audience. The feedback of the faculty will be communicated to the Selection Committee by the Director. Candidates located outside the country or otherwise not in a position of attending personal interview, may be interviewed over video

conferencing/skype/telephone or be selected in absentia at the discretion of the Screening Committee.

10. On completion of the interview, the Selection Committee will record its final recommendations with signature of every member present. The Director, as chairman of the committee will be responsible for writing the recommendation. There shall be no scope for retaining individual view points or details of discussion. Any member(s) with a dissenting opinion may, however, record their observations. On a separate page (with a reference in the main page) the dissenting opinion will be presented by the Director to the BoG with his/her own comments on the observations.
11. Recommendations of the Selection Committees will be placed before the BoG, along with details of sanctioned posts, reservation categories etc, for final approval and subsequent issue of appointment orders by the Registrar.
12. If a meeting of the BoG is not scheduled within 1 month from the Selection Committee, the Director, with approval of the Chairman BoG or in the absence of the Chairperson, convene the BOG and get the approval as per procedure laid down in convening the Board meeting in the Statutes/ Act or may seek the approval of members by circulation.
13. All appointments – whether of internal or external candidate, will be effective from the date of the joining of the faculty or a later date fixed by the Board. There shall, however, be no pre-dating of an appointment.