



**Faculty of Engineering  
Department of Computer Science and Engineering  
Faculty Recruitment Policy**

## **5. Recruitment Procedure**

### **5.1 Staff Selection Committee**

Staff Selection Committee shall be primarily responsible for determining the quantity and quality of human resources of the University including determination of recruitment and promotion policies, pay scales, welfare schemes, training, academic advancements, and faculty development programmes. The Committee shall have sub committees for specific purposes with such specific responsibilities delegated. Other than as specified herein, the constitution of the sub-committee may be determined by the meeting of the Staff Selection Committee. The Staff Selection Committee has to consider all proposals (including of the sub-committees) concerning manpower resources including Human Resource Budget before placing its recommendation to the Board of Management. Human Resource Budgets and proposals on Scale of Pay revisions shall be recommended to the Finance Committee for its review and recommendation to the Board of Management.

- a) The Staff Selection Committee shall consist of the following members:
  - Vice Chancellor or his nominated member as the Chairman
  - Deans
  - Heads of three Academic Departments (one each representing each faculty under the Deans nominated by the Vice Chancellor out of three names recommended by the Dean of each Faculty)
  - Two Centre Heads nominated by the Vice Chancellor
  - One Administrative staff nominated by the Vice Chancellor
  - Personnel Officer of the University shall be the non-member secretary
- b) Meetings of the Staff Selection Committee (including the sub-committees):
  - The Committee shall be convened as and when needed and shall be called by the Personnel Officer at the direction of the Chairperson of the Committee
  - One third of the total members of the committee shall constitute the quorum for the meeting
  - The Board of Management may accept or reject the recommendations of the Staff Selection Committee or may seek review and resubmission based on suggestions and /or guidelines

## 5.2 General rules and conditions for engaging teaching staff

- a) CHRIST (Deemed to be University) is committed to provide equal opportunity for all qualified candidates and does not show discrimination in employment practices and procedures.
- b) CHRIST (Deemed to be University) requires an online application/resume to be submitted for each position at the University website.
- c) The rules and conditions stated herein shall apply generally to all regular and non- regular employments by the University
- d) No employment by the University shall be done except for the categories and in the manner as contained in these rules
- e) Appointment of Consultants, Specialist Service Providers, and Auditors, irrespective of the nature of their appointment shall not be covered by these rules
- f) The University reserves the right to conduct background check of all individuals selected for university positions
- g) Falsification or omission of information as part of the application process is grounds for denial or termination of employment

Teaching Staff appointments in the University may be of three different categories – Regular, Contract, Temporary, Visiting and Guest/adjunct faculty. The teaching services may also be outsourced for specific skill related programmes.

## 5.3 Recruitment process

- a) **Human Resources Budget:** The HODs shall prepare a Human Resources Budget during the first week of February, along with the annual budget and submit it to the Deans concerned. Relevant details used to arrive at the Human Resources Budget shall be attached and explained. The Dean shall scrutinize the proposals and after necessary modifications get it approved by the Chief Finance Officer/Registrar.
- b) **Human Resources requirement:** A copy of the consolidated Human Resources requirement, along with a copy of the approved Human Resources budget, shall be submitted to the Office of Personnel Relations by the Deans concerned. The Human Resources Budget proposals and requirements shall be presented to the Staff Selection Committee, for final approval.
- c) **Advertisement:** The Personnel Officer shall arrange for media advertisements as per the Human Resources requirements of various departments. The applications will be normally received online, even though hard copies are also accepted by post/courier or in person. Email applications are not generally encouraged.
- d) **Applications:** The applications received by the Office of Personnel Relations are sorted department/subject-wise. The basic details regarding the applicant are sent by mail to the HODs and the Deans concerned, normally on a weekly basis. The selected applications may be received, with prior request, by the

HOD (or representative) from the Office of Personnel Relations. HODs have access to the online applications submitted by the candidates.

- e) **Telephonic interview:** The HOD (Chairperson) may have telephonic conversation with the prospective candidate to assess their basic attitude prior to calling for interview. The candidates may be requested to bring all relevant documents and additional information, in the prescribed format, if called for interview.
- f) **Schedule for interview:** The HODs shall prepare a list of short-listed candidates for the interview and schedule the preliminary interview in consultation with the Personnel Officer. Invitation to candidates for interview may be made by either the HOD or the Personnel Officer, if the list of short-listed candidates are submitted well in advance. A copy of the list of candidates, and the list of interviewers needs to be submitted to the Personnel Officer at least one day prior to the scheduled interview. The Chairperson shall inform the interviewers in advance regarding the schedule and request them to be present in time for conducting the interview and demo class.
- g) **Preliminary interview (Stage 1):** The panel shall consist of HOD (Chairperson), two subject experts, and two external members chosen from the list approved by the Vice Chancellor. The interviewers shall independently assess the quality and competency of the candidate and enter the score under each item in the proforma (Preliminary interview statement). The entries shall be made for all the candidates interviewed, irrespective of the score in assessment. Additional sheets may be used if there are more than 6 candidates. Specific comments, if any, may be given in the space allotted for that purpose. Preliminary interview statements along with the application and other documents shall be submitted to the Office of Personnel Relations, immediately after the interview (personal and demo) for the session (am/pm) is over.
- h) **Consolidated interview statement:** Consolidated interview statement shall be prepared by the Office of Personnel Relations, based on the preliminary interview statement. The selected candidates will also be informed, by the HOD or the Office of Personnel Relations, regarding the schedule of next level of interview.
- i) **Fixation of position (Stage 2):** Normally the stage 2 (and stage 3) interview will be conducted on the next day after the preliminary interview. The panel shall consist of the Personnel Officer, Dean/Associate Dean, and any other member nominated by the Vice Chancellor. The committee shall reassess the suitability and confirm compliance with the regulations. Position/Title and salary fitment is decided based on the qualification, experience and competency of the candidate. The candidate may be directed to the next stage depending on his/her suitability for the post and acceptance of the terms of appointment.
- j) **Final approval (Stage 3):** Final approval of the candidate shall be done by the committee consisting of the Vice Chancellor, and other members

nominated by the Vice Chancellor. The final approval is based on independent assessment of the organizational compatibility of the candidate. The individual files duly signed with approval or comments shall be transferred to the Office of Personnel Relations.

- k) **Intimation:** The selected candidates will be informed by the Personnel Officer through email, in the form of a draft appointment order (offer letter), mentioning the relevant terms of appointment. A copy of the communication will be forwarded to the Vice Chancellor, Registrar, Dean and HOD concerned. The candidate has to accept the terms of appointment by reply mail, within 5 days. The candidates not selected after the final stage will be sent a regret letter, by the Personnel Officer. Normally no other communication is entertained in this regard.
- l) **Registration:** The selected candidate has to report, with all relevant documents, at 9.00 am on the day of joining or earlier at the Office of Personnel Relations to complete the registration process. They have to produce the original certificates for verification. The Office shall allot employee ID, register the biometric details, add the employee information, open the staff record, and process the allotment of email ID and issue of ID card.

#### 5.4 Appointment of regular faculty

Appointments under the regular faculty category shall be

- Assistant Professor,
- Associate Professor, and
- Professor

No appointment in these categories shall be made unless there is a vacancy of the position or where the Human Resources budget has approved a new position.

Eligibility as per UGC Norms

- 55% and above marks or equivalent grade in the qualifying (PG) examinations.
- 60% and above marks in the qualifying Engineering/Management (PG) examinations
- National Eligibility Test or equivalent qualification  
(Exempted for Candidates with PhD, in compliance with UGC Regulations 2010)
- Teaching and/or research/industry experience as per Christ University norms
- PhD degree or equivalent qualification/publications for higher levels.

Appointments in the grades above Assistant Professor will be normally from among the eligible candidates within, by a process of interview and evaluation, unless there are no eligible candidates to be promoted under career advancement.

### **Terms of Appointment**

- a) Recruitments are normally restricted to once a year at the close of the academic year (April-May).
- b) All regular appointments would be initially for one year till the end of the ensuing academic year.
- c) In case of appointments made after 31 August, the appointment will be initially for a period up to the 31 April, which may be renewed from 1 June till the end of the ensuing academic year.
- d) On satisfactory appraisal appointment will be regularized with one year probation.
- e) Salary for vacation period during probation shall be payable only on the commencement of the subsequent academic year. The vacation salary depends on the duration of service in Christ University.
- f) The staff members are liable to be transferred to any Department/Campus of Christ University based on the exigencies/requirements of the University.
- g) The University shall be entitled to terminate the appointment in the event of the employee:
  - Neglecting or failing to attend to his/her duties
  - Not attending to work (absent without leave entitlement) for a continuous period of 1 month or a cumulated period of 1 month in any 12-month period
  - Is found guilty of any misconduct as defined under law or as per the employment regulations of the University

#### **5.4.1 Appointment of full-time contract/temporary faculty/staff**

- a) This category of appointments is intended to fill temporary vacancies for a period of not more than 12 months but not less than 3 months.
- b) Temporary vacancies may arise either due to long leave of the regular faculty or due to short-term nature of the course. Appointment will be contractual for a short period.

Either extension of duration of the contract or conversion of the appointment into regular category is not permitted.
- c) No appointment shall be considered under this category unless the need has been approved by the Dean and the Chief Finance Officer. The Dean before approving such position shall duly consider the possibility of utilizing the appropriate resource available with any other department within the Deanery.
- d) A person appointed under this category is normally not expected to be working elsewhere.
- e) Such faculty will stay full time in the department and is paid monthly lump-sum emolument.
- f) The interview board for this category shall include the HOD, Senior Faculty Member (subject specialist), Dean and the Personnel Officer.
- g) The contract of appointment will be inbuilt in the Letter of Offer.
- h) Eligibility for appointment under this category shall be post-graduation in the relevant subject with teaching experience of at least one year.

- i) Minimum workload under this category will be 12 hrs per week and maximum of 18 hrs per week excluding class-related assignment evaluations of 2 hrs per week. The workload may be distributed at more than one department, if need arises.
- j) Remuneration for this category will be lump sum basis depending on the hours of workload assigned and TDS would apply as for payments to contractors /Professionals.
- k) No benefits other than the remuneration would be applicable for this category except emergency leave. Any leave in excess of one day per month or two days at a time shall be treated on loss of pay basis.
- l) Temporary Faculty who is appointed on limited period contract terms (normally for not exceeding one semester) on full time basis will stay full time in the department and is paid monthly lump-sum emolument. This appointment will need limited interview process at the department level and by the Dean. All such appointment will also need notification to the Personnel Officer and approval of the Vice Chancellor.
- m) Teaching associates are appointed for a period not exceeding 10 months for engaging exclusively practicals or field work.
- n) Faculties appointed on consolidated pay due to not satisfying the required criteria shall be extended PF and Gratuity benefits (SSC15); they may be regularized based on appraisal and on satisfying the eligibility as per university norms.

#### **5.4.2 Engaging Visiting/Adjunct Faculty**

Departments may require engaging the services of Visiting/Adjunct Faculty to meet the curriculum specifics and/or to overcome casual exigencies. The following procedure must be adhered to in this regard.

- a) The need for such faculty must be approved by the HOD and the Director or Dean. While approving the need, actual requirement/availability of the faculty component in the department for the specific subject or specialization area and the qualification, relevance of competence and experience of the proposed Visiting/Adjunct faculty must be properly assessed. Visiting/Adjunct faculty must be properly qualified as per UGC/AICTE norms. No person with less than a Postgraduate Degree (or equivalent) with less than 3 years of experience should be considered for Visiting/Adjunct faculty position.
- b) The Visiting/Adjunct faculty must fill in the online resume and prescribed Profile Sheet and must enclose the details specified therein.
- c) The Visiting/Adjunct faculty will be considered as internal faculty of the department for the purpose of evaluation of answer sheets. Any person empaneled by the Department as External Examiner for its examinations shall not be appointed as Guest/adjunct faculty. In other words the same person cannot remain as internal faculty as well as external examiner at any time during an academic year.
- d) Appointment of Visiting/Adjunct faculty must be for a maximum duration of one academic year and appointment process must be renewed at the beginning

- of every particular Semester/ Trimester if the services are required for a subsequent period. No renewal should be considered unless the Visiting/Adjunct faculty returns a score of 3 Plus in Student Evaluation and is able to merge with institutional culture of the University as reflected in its Vision and Mission and with the specified General Code of Conduct.
- e) Visiting/Adjunct faculty may be given access to the University/Departmental Library but shall not be entitled to borrow more than 4 books at a time and for a duration of more than one month at a time. HOD of the Department may issue a Letter of Authorization to the Library, which must be countersigned by the Personnel Officer.
  - f) Appointment of any Visiting/Adjunct faculty (subject to pre-approved human resources budget) must be approved by the Dean and be notified to the Personnel Officer in the specified format, within one week of such appointment/renewal along with a copy of the Profile Sheet and Enclosures.
  - g) Honorarium for the Visiting/Adjunct faculty must be at the rate/s approved for the Department by the University. Honorarium for the final month of the term must be paid only after clearance from the library.

#### **5.4.3 Outsourcing of teaching services:**

- a) Specialized result-oriented short-term non-academic course programmes may be outsourced from expert service providers on contractual basis.
- b) Terms and conditions of the outsourcing arrangement must be contained in a Memorandum of Understanding executed between the University and the service provider.
- c) Service provider shall not be normally permitted to use its brand name either in the programme brochure or in the learning materials given to the students. However, in specific cases co-branding with the University may be permitted, if it adds value to the programme.
- d) Outsourcing for any programme may be proposed by the Department and has to be approved by the Dean and the Registrar.
- e) MOU for outsourcing must be in the prescribed format and must be executed only by the Registrar.

#### **5.4.4 Engaging Research Assistant** (Ref: Regulations in KP)

- a) A Research Assistant is employed on a temporary contract basis for the purpose of assisting in academic research, generally as a part of a sponsored research project.
- b) Research Assistants appointed for university funded projects will be paid a monthly honorarium as per the regulations of the Center for Research-Projects.
- c) Research Assistants appointed for externally funded projects will be paid honorarium as per the regulations of the funding agencies.
- d) University ID card and email ID will be provided to the Research Assistants
- e) Research Assistant is appointed on full time basis and subscribe to the regulations of the University with regular attendance.

- f) Appointment order and service certificate will be issued to the Research Assistants by the Office of Personnel Relations.

#### **5.4.5 Engaging Postdoctoral Fellow**

(Ref: Regulations in KP)

- a) Christ University provides opportunity for postdoctoral fellowships to young research scholars who have completed PhD degree and want to continue research.
- b) The fellowship is initially for two years, extendable depending on the tenure of the project and progress of the candidate.
- c) The Postdoctoral Fellow will be given a monthly honorarium, contingency grant and accommodation or house rent allowance as per the norms of the University.
- d) In general, the appointment of the Postdoctoral Fellow is based on the available vacancy, associated with a funded research project.
- e) Postdoctoral Fellow may also be appointed to do independent research, if recommended by the department concerned and the selection committee.
- f) Postdoctoral Fellow must be a full-time researcher and subscribe to the regulations of the University with regular attendance.
- g) The Postdoctoral Fellow may, on the recommendation of the supervisor/HOD, undertake honorary teaching work not exceeding eight hours in a week.

#### **5.4.6 Engaging Emeritus Professor**

(Ref: Regulations in KP)

- a) Christ University provides opportunity for the superannuated teachers/researchers who want to continue their research/teaching.
- b) The appointment of Emeritus Professor is based on the quality of research and published work contributed by the teacher in his/her service career.
- c) The selected Emeritus Professor is awarded the Fellowship for two years, which can be renewed every two years up to the age of 70 years.
- d) The fellowship consists of a monthly honorarium of Rs 31000 and contingency grant of Rs 50000 per year.
- e) The awardee can work under the scheme with a well-defined time bound action plan.
- f) The Emeritus Professor may also engage in lectures or research guidance, for which additional payment will be made as per university norms.
- g) The applicant should not hold any other post or be gainfully employed anywhere at the time of joining.

#### **5.4.7 Engaging Visiting Research Mentor / Visiting Professor**

- a) CHRIST (Deemed to be University) provides opportunity for the Professors / Researchers of eminence to associate with the University as Visiting Professor /

Research Mentor who will guide / mentor researchers in research projects and publications.

- b) In general, Research Mentors be attached to Centre for Research-Projects and would be connected to deanery / departments / projects and researchers concerned.
- c) Visiting Research Mentor shall guide the researchers on themes for research paper or projects, research methodology aspects, identification of scholarly journals and encourage faculty to develop proposals for externally funded projects.
- d) Visiting Research Mentor shall also offer at least one lecture per month on advanced aspects related to the subjects or research.
- e) Visiting Professors / Research Mentors will be initially appointed for a period of one year, which can be renewed every year up to the age of 70 years.
- f) The Visiting Professor/ Research Mentor will be paid a monthly honorarium of Rs 25000 pm and local conveyance, outstation travel etc. will be provided or reimbursed.
- g) The Visiting Professor / Research Mentor has to visit the University at least two days in a month, and remain in the campus for at least ten hours per month.

### **5.5 Resignation/Termination**

- a) Resignation/Termination shall be on one month's notice (excluding vacation) or on payment of one month's salary in lieu of notices. The person should be actually working and attendance recorded during the notice period. In case of termination ex gratia payment if any will be paid as per individual request and at the discretion of the University.
- b) The resignation letter should be submitted to the Personnel Officer citing reasons, if any, and forwarded through the Head of the Department and the Dean, one month before the relieving date. The resignation letter should not be undated or pre-dated and specifically mention the date of relieving.
- c) Resignation is not generally encouraged during a semester. In case of vacation staff resigning during the first month of a semester the effective date of resignation will be the last signing day of the previous semester.
- d) All official documents/materials issued / in possession should be returned to the University before relieving.
- e) Clearance from the departments, in the specified format should be submitted at least three days in advance, before the relieving date and one month after submitting the resignation letter.
- f) Relieving order is issued to the outgoing Faculty/Staff after submitting the clearance from the departments/centers concerned on the relieving date or later, as informed by the Office of Personnel Relations. However, no separate Service Certificate will be issued by the University at the time or after the relieving.

**Note:** Absence without leave approval for more than 30 days shall be liable for termination of service and action shall be initiated to recover the dues, if any.

#### **5.5.1 Credential certificates**

- a) Certificates indicating the topics taught or job responsibilities may be issued by the HOD/Dean at their discretion on their personal letter heads. No experience certificate will be issued by Personnel Officer/Registrar.
- b) Employment, Residence, or No objection certificates are issued for specific purposes by the Personnel Officer or Registrar, on specific request in writing by the Faculty/Staff, only during their tenure in Christ University.

#### **5.6 Rejoining after extended leave/resignation**

- a) These guidelines will apply only if the faculty/staff member offers to rejoin not later than one year from the date of relieving and break of service is approved by the authorities.
- b) Extended leave is normally permitted for higher studies, medical treatment or other personal/family reasons necessitating long absence from work.
- c) The faculty/staff member may be allowed to rejoin (subject to vacancy) based on the following documentation.
  - Application for rejoining by the faculty/staff in the prescribed format
  - Rejoining recommendation of the HOD and the Dean
  - Approval by the Personnel Officer and the Registrar
  - Formal notification of the rejoining by the Personnel Officer
- d) Salary fitment for the rejoining faculty/staff shall be on the same/equivalent scale (in case of any change) and the Basic Pay as was applicable at the time of resignation.

Allowances payable shall be as applicable at the time of joining
- e) Any change in Scale or Basic Pay that may be warranted by additional qualification, if any, acquired by the faculty/staff during the service break period shall be considered during the first appraisal after rejoining
- f) If the faculty/staff at the time of resignation, had not completed the first year of contract period-based probation, he/she shall be subject to normal rules of appointment terms as applicable for fresh appointment.
- g) If the faculty/staff at the time of resignation, had completed the first year of contract period-based probation he/she shall be subject to one year of probation on rejoining.
- h) If the faculty/staff at the time of resignation, had completed the probationary period and was confirmed in service he/she shall rejoin as confirmed faculty/staff without any probationary period.
- i) Faculty/Staff offering to rejoin beyond one year of break in service shall be treated as fresh appointment and shall need to undergo the regular process of appointment, unless otherwise approved by the Vice Chancellor on a case-to-case basis.

**Note:** In case of approved break of service of more than 30 days, faculty/staff should submit clearance of dues and get the relieving order. The rejoining application in the specified format forwarded through the HOD should be submitted.

### **5.7 Retirement regulations**

- a) Normal retirement age (superannuation) of regular faculty/staff shall be 60 years.
- b) Faculty members who shall be completing the age of 60 during the academic year shall continue service till the completion of the semester.
- c) The retired faculty members may be continued/re-employed by the University, at its sole discretion, up to the age of 65 years and on such terms as may be mutually agreed.
- d) Where service is not extended, the University may consider at its discretion to retain the retiring staff on yearly contract basis. Such contract may be renewed but not beyond the age of 70.
- e) No extension of service shall be for more than two years at one instance.

University shall initiate discussion and finalize the terms with the retiring faculty members, to whom University intends to offer extension of service. Such discussion and finalization shall take place not later than two months prior to effective retirement date.

#### **5.7.1 Retirement benefits**

- a) **Gratuity:** As per the Gratuity Act arranged through,, The Life Insurance corporation of India".

Upon a member leaving the service (on retirement/superannuation or own free will) after five year of continuous and regular service the benefits payable will be equal to fifteen days" salary as on the date of leaving service for each year of completed year of service, subject to the statutory maximum limit.

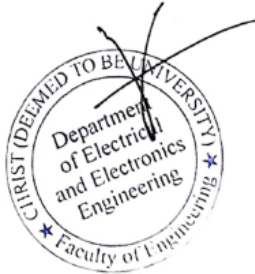
Upon death of a member whilst in service the benefits payable will be equal to fifteen days" salary as on the date of death for each year of completed year of service, subject to the statutory maximum limit.

The gratuity of an employee, whose services have been terminated for any act, willful omission or negligence causing any damage or loss, disordered conduct, any act of violence, or any offence involving moral turpitude shall be wholly or partially forfeited at the discretion of the University.

- b) **Provident Fund:** Contributory provident fund and pension as per EPF rules.  
PF contribution/deduction is mandatory for all regular employees whose pay is less than the statutory ceiling. It is optional for employees whose pay is more than the ceiling, however once opted cannot be revoked until the end of regular service in the University.

The management will contribute an equal amount, in addition to the employee contribution. Employees who have contributed for more than 10 years will be eligible for pension as per EPF regulation.

**Source: Staff Handbook**



**Head of the Department**