

No. PEC/DFA //4915
Dated: 27 JUN 2019

NOTIFICATION

Subject: Process for engagement of Contractual Faculty for six months.

The process for engagement of Contractual Faculty for six months is notified as under:

1. The application process shall be open up to two weeks. The departments shall review all applications as quickly as possible. They may also seek nomination from Professors/Heads/Deans/Directors of prestigious institutions.
2. The emoluments for candidates with M.E. / M.Tech. and Ph.D. in Applied Sciences & Centre of Management & Humanities will Rs.48,000/- (Consolidated).
3. Pay for candidates with Ph.D. in Engineering will be Rs.52,000/- (Consolidated).
4. Higher pay may be offered to exceptionally qualified candidates at discretion of Institute Level Standing Committee and approval of Director, PEC.
5. The Faculty Search Committee in each department shall review the applications. These committees have already been formed. If some member of the committee is on vacation, the Head may request Dean of Faculty Affairs to allow a replacement.
6. All the certificates/documents submitted by the shortlisted applicants will be verified at the department level and verified documents of selected candidates will be submitted to the office of Dean Faculty Affairs.
7. Faculty Search Committee shall review each application and decide whether the applicant should be invited for the interaction. The decision should be communicated to the Dean of Faculty Affairs, who will maintain record of all applications and decisions taken at different levels.
8. Each department will fix one date in consultation with Director's office and Dean of Faculty Affairs for inviting all the shortlisted candidates. The department faculty search committee and other faculty members of the department shall interact with the candidates in the first half of the day. Depending on the number of

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- candidates, the departments may ask them to give a brief teaching session, or interact in any other way they deem fit.
9. Department Faculty Search Committee shall gather feedback from all faculty members of the department (and anyone else who may have interacted with the candidate) and then deliberate upon the suitability of the candidate for the department.
 10. In the afternoon, the Institute Standing Committee together with the Department Faculty Search Committee shall interact with each candidate.
 11. The Standing Committee shall take the final decision based on the CV, any other information of the candidate, feedback from the Department level committee, and the interaction with each candidate. The decision of the Standing Committee shall be final.
 12. The reservation shall be followed for these engagements as per existing policy of UT Administration.
 13. The PEC authority as well as candidates shall be at liberty to disengage at one month notice.
 14. The PEC shall be at liberty to terminate the services without any prior notice in case of misconduct/ moral turpitude or any other incident/circumstances which is not befitting a faculty member of this esteemed institution.
 15. The normal period of engagement shall be one semester. However, the Institute Standing Committee reserves the right to offer a one-year contract in exceptional cases.

This is being issued with the approval of Director.

Sd/-
Dean Faculty Affairs

Endst.No.PEC/DFA/14915-38

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A copy of the above is forwarded to be following for information and necessary action.

1. All Heads
2. All Deans
3. All Centre Heads
4. PA to Director
5. PA to Registrar

Sd/-
Dean Faculty Affairs