

F.No.27-11/2011 Ts.1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section - 1

Shastri Bhawan, New Delhi
Dated the 23rd April, 2014

To

The Director,
PDPM Indian Institute of Information Technology, Design & Manufacturing, Jabalpur,
Indian Institute of Information Technology, Design & Manufacturing, Kancheepuram,
ABV Indian Institute of Information Technology and Management, Gwalior
Indian Institute of Information Technology Allahabad

Sub : Implementation of 4 tier flexible faculty structure in the Indian Institute of Information Technology - reg

Sir,

I am directed to refer to this Ministry's letter of even number dated 18th Sept, 2013 on the subject cited above.

2. The meeting of the Committee constituted to devise norms for implementation of the four tier flexible cadres (faculty) structure for both the new and the existing faculty in IIITs ,NITs and ISM Dhanbad was held under the Chairmanship of Additional Secretary (TE) on 16th Dec, 2013 (Monday) at Ministry of Human Resource Development, Shastri Bhawan, New Delhi..
3. The Committee in its aforesaid meeting resolved the following:-
 - (i) That there would be no automatic migration to four-tier flexible faculty structure.
 - (ii) Any change of the Grade Pay under Four-Tier will be purely through Selection Committee.
 - (iii) There would not be any career advancement, rather all positions will be filled through open advertisement and on the recommendations of duly constituted Selection Committees
 - (iv) Those who do not fulfil the essential qualification, relevant experiences and other essential requirements as in Annexure-I [pages 3 to 4], however, will continue in the present grade;
 - (v) After a minimum of four year's experience at the level of Associate Professor (with AGP of Rs.9500/-) and /or Associate Professor with AGP of Rs.9000/ with seven years experience , they will be eligible for consideration as Professor, if they meet the credentials , as per the Four Tier Pay Structure.
 - (vi) Upto a maximum of 40% of the posts of Professors at any given point of time will be eligible to be considered for award of HAG scale of Rs.67000-79000. However, only Professors with AGP of Rs.10,500/- will be considered for HAG scale, subject to fulfilment of the required criteria and the concerned Professor has to have 6 (six) years of service in the AGP of Rs.10500 or in AGP of Rs.10,000 and Rs.10,500 taken together.

(vii) The academic criteria as approved by the BoG/BoM has to be used in conjunction with the Recruitment Rules for the faculty posts under four-tier flexible faculty cadre in Indian Institutes of Information Technology (IIITs) -as in Annexure II (pages 5-10)

4. The IIITs are advised to strictly adhere the aforesaid instruction for both the new and the existing faculty in IIITs.

5. This issues with the approval of the competent authority in the Ministry.

Yours faithfully,



(Alok Mishra)

Director

Tel 2338 1058

ANNEXURE – I

**Prescribed Minimum Qualification and Experience for
Faculty positions in Indian Institutes of Information Technology
(Under four tier flexible faculty structure)**

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements	Additional Desirable requirements
Assistant Professor (On contract) PB – 3 with Grade Pay of ₹6000/- + 07 additional non-compounded increments.	Ph.D.	None	None	One publication in an SCI Journal.
Assistant Professor (On contract) PB – 3 with Grade Pay of Rs. ₹7000/-.	Ph. D.	01 year.	One paper accepted for publication in SCI Journal.	Two papers in SCI Journals or one patent; may be based on Ph.D. work.
Assistant Professor PB – 3 with Grade Pay of ₹8000/-.	Ph. D.	03 years after Ph.D. or 06 years total (not counting Ph.D. enrolment period) after obtaining M. Tech. degree.	02 papers in SCI journals outside Ph.D. work. One ongoing sponsored project for candidates from academia. Two experiments or computational projects added to teaching laboratories where appropriate.	One Ph.D. supervision ongoing; 01 Patent; Experience in industry or R&D lab. of repute; M.Tech., M.Sc. or B.Tech. project supervision on live industrial problems.
Associate Professor PB – 4 with Grade Pay of ₹9500/-.	Ph. D.	06 yrs after Ph.D. or 09 years total (not counting Ph.D. enrolment period), out of which 03 years should be after Ph.D. Three years at the level of Assistant Professor with	04 papers in SCI journals after Ph.D.; One Ph.D. guided as sole or principal supervisor plus one continuing. Two projects ongoing or one ongoing plus one completed. Two experiments or computational projects added to teaching laboratories where appropriate. Academic outreach activity equivalent to two self financed	01 or more patents; Supervising two or more students for Ph.D.; Strong liaison with industry; Offering courses through application of ICT.

Designation, Pay Band and Academic Grade pay	Essential Qualification	Relevant Experience	Other essential requirements	Additional Desirable requirements
		AGP of `8000/- or equivalent in a reputed university, R & D Lab. or relevant industry.	short term courses.	
Professor PB – 4 with Grade Pay of ₹10,500/-.	Ph. D.	10 years after Ph.D. or 13 years total [not counting Ph.D. enrolment period] out of which 07 years are to be after Ph.D.; At least three years to be at Associate Professor level in an institution of repute.	Two Ph.D. degrees guided in Career as sole or principal supervisor. The following during the past 04 years; (i) 03 papers in SCI journals; (ii) One High value sponsored or consultancy project; (iii) Academic outreach activity equivalent to two self-financed courses offered as coordinator and main teacher; (iv) Two experiments or computational design projects with added to teaching laboratories where appropriate.	One or more Patents, Supervised more than three students for Ph.D Preparing E-Learning material. Atleast one self-financed short term course offered every year. Strong liason with industry. Offering significant support to Institute management; High value sponsored or consultancy projects.
Professor HAG Scale ₹67,000 - ₹79,000/-.	Ph. D.	Six years as Professor with AGP of `10,000/- or `10,500/- in an institute of national importance.	04 Ph.D.s guided as sole or principal supervisor plus at least one full time resident student continuing. The following during the past six years (i) 04 papers in SCI journals; (ii) 02 high value sponsored or consultancy projects plus one ongoing; (iii) Academic outreach activity equivalent to 03 self-financed short-term courses offered as coordinator and main teacher; (iv) Three experiments or computational projects added to teaching laboratories (v) Significant contribution to institute management through personal initiative in responsible positions.	Truly significant contribution in one area – publications, writing of text books or reference books, sponsored projects, consultancy and support to industry, E-learning packages, creative contribution to institute's welfare.

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**GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION**

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**Recruitment Rules for the faculty posts under four - tier flexible faculty cadre
in Indian Institutes of Information Technology (IIITs)**

1. **Short title and commencement** : These rules may be called the IIIT Faculty Recruitment Rules, 2014. These shall come into force from the date of their acceptance / adoption by the Board of Governors /Board of Management of the concerned Institute.

2. **Definitions** : In these rules, unless the context otherwise requires;
 - a) "MOA & Rules " means the Memorandum of Association and Rules of the Institute
 - b) "Service Rules" means Service Rules of the respective IIIT.
 - c) "Faculty" means the Professor, Associate Professor and Assistant Professor of the IIITs.

3. **Method of Recruitment and other matters** : The method of recruitment and other matters relating to the post of Faculty shall be specified in the Schedule annexed to these rules.

4. **Deputation / Contractual Appointments** : Faculty, who are appointed on contractual basis, shall be for a fixed period not exceeding five years.

5. **Disqualification** : No person,
 - (i) Who had entered into or contracted a marriage with a person having a spouse living; or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person.shall be eligible for appointment to the said post;

provided that the Board of Governors/Board of Management may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule.

6. **Saving** : Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made or for which recruitment process has already commenced; but any appointment or promotion to higher post proposed to be made or made subsequent to the notification of these Recruitment Rules will be governed by these Recruitment Rules.

7. **Other conditions of service** : The other conditions of service of the Faculty for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First MOA & Rules of the Institute and the subsequent amendments. For matters not covered by the MOA & Rules of the Institute, the corresponding Central Government Rules shall be applicable.

8. **Qualifications and other requirements of Selection** : Qualifications and other requirements of selection for various faculty posts are given in detail in the **Annexure - I**.

9. These rules are bare minimum and the Board of Governors/Board of Management can however fix higher benchmarks in consultation with Central Government.

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SCHEDULE

Recruitment Rules (RRs) for the Post of Assistant Professor, Associate Professor and Professor of IIITs.

1. **Name of Posts** :
Assistant Professor / Associate Professor / Professor of IIITs.
2. **Number of Posts** :
As per norms fixed by the Govt. of India
3. **Classification** :
Group - A (Pay Bands PB - 3 and PB - 4)
4. **Whether Selection post or non-Selection post** :
By Direct Recruitment
5. **Age limit for Direct Recruitment** :
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.
6. **Educational and other Qualification required for Direct Recruits** :
The essential qualifications, relevant experience and other essential qualifications have been given in Annexure - I
7. **Whether age and educational qualifications prescribed for Direct Recruits will also apply in case of promotees** :
There shall be no distinction between external and internal candidates with regard to the requirements of qualification and experience.
8. **Period of probation, if any** :
One year. It may be extended by the respective BoG/BoM, on recommendation of the Director.
9. **Method of Recruitment** :
Direct Recruitment.

10. In case of recruitment by promotion / deputation / absorption, grades on which promotion / deputation / absorption to be made applicable :

Not applicable.

11. Basic principles of Faculty recruitment:

- (a) A Ph.D. degree shall be the minimum qualification for a regular faculty position in IIIT.
- (b) All recruitment and pay-fixation shall be done by the BoGs/BoM 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.
- (c) Recommendations of the Selection Committee will be arrived at by discussions within the Committee. Contents of such discussions and details of transactions within the Committee will not form a part of permanent records or minutes.

12. Distribution of posts among departments / centres and designations:

While there is no rigid formula for distribution of sanctioned posts among the departments and centres within an Institute, pages at 11 and 12 gives a recipe for distributing sanctioned faculty posts among various departments of an Institute. But the BOG/BoM, on the recommendation of the director, 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.

There will be four designations – Professor, Associate Professor and Assistant Professor and Assistant Professor (Contract).

13. Qualifications and Experience:

Qualifications and experience required for various posts are listed at pages 3 to 4.

14. Faculty from industry without Ph.D. degree:

There shall be necessary provision for inducting faculty from industry (or comparable organisations) with substantial professional and R&D experience,

but not having a Ph.D. degree. If in the opinion of the Selection Committee, candidates have good number (say 10) of publications in leading journals of the field, the requirement of Ph.D. degree may be waived.

15. Policy on avoiding in-breeding:

Most leading universities of the world, including the best Institutes of India have an explicit or implicit policy of not inducting their own students into the faculty. To avoid such in-breeding, the IITs will follow the following policies:

- (a) Candidates who have obtained or are expected to obtain their most recent degree (Ph.D.) from the Institute will normally not be considered for recruitment, except where there is a 3 years' gap (approximately) between leaving the Institute and the expected date of joining.
- (b) This is not applicable to candidates who are already members of the faculty, either regular or on contract, and are pursuing a higher degree in the Institute.
- (c) 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/Board of Management for approval. The Board, if convinced, may confirm the selection. Such appointments will not serve as precedence.

16. Multiple attempts:

In order to keep the number of candidates interviewed within practical limits, Scrutiny Committee may, if it deems fit, reject a candidate on his third or further attempt, if the candidate has failed to win the same post in two previous attempts, (either in scrutiny or selection stage), even if he meets the short-listing criteria, except when there is significant new achievement justifying an exception.

17. Functioning of the Selection Committees:

While the Scrutiny Committee and Selection Committee will use all information available to them and be as quantitative as possible, their recommendations will reflect a collective decision based on accumulated professional experience which is often not possible to quantify. Committees will not be obliged to record the details of their individual reasoning process.

18. Auxiliary Faculty Positions:

Norms for appointment of adjunct, honorary, chair, emeritus, contractual, visiting, ad hoc and temporary faculty are given at pages 13-16.

19. Seniority of Faculty:

Personal prospects as well as responsibilities assigned by the Administration in an Institute of higher learning should be decided on academic merit, scholastic contribution and performance, rather than by service seniority.

20. Procedure for selection of Faculty in IIIT System

The procedure as laid down in the MoA & Rules of the Institute should be followed for selection of Faculty in the IIIT System. The composition of the Selection Committees is also to be as provided in the MoA & Rules of the IIITs.

21. Miscellaneous:

A copy of these regulations including the academic criteria specified for various posts and selection procedure will be made available to every member of the Selection Committee before start of interviews.

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Distribution of Faculty Posts among Departments

Every institute shall have only a finite member of faculty posts sanctioned by the ministry. The distribution of these positions among the departments will be flexible to dynamically maximize the number of faculty in position at any given time. It should be appreciated that institutes will be losers and the cause of education will be hampered if faculty positions which could be filled up in other departments are kept vacant simply because current market scenario is making faculty unavailable in a specific department. Instead of keeping vacant positions, if additional faculty are inducted in other departments, they will contribute to (a) elective courses in teaching, particularly those electives that are subscribed to by students across many departments, (b) research, (c) continuing education, (e) institute, hostel and SAC management etc. A vacant faculty post serves no one. At the same time, it is the responsibility of the Director, and of the Board, to ensure that no department starves of faculty when candidates are available and posts are used up elsewhere.

The following table may be taken as a guide for computing "normal faculty strength" in any department.

B Tech Programme (Annual Intake < 50)	= x
B Tech Programme (Annual Intake > 50)	= 1.5 x
Dual degree with existing M. Tech. specialization	= 0.1 x
Dual degree with exclusive M. Tech. specialization	= 0.2 x
Additional B Tech Programme (Each programme)	= 0.5 x
M Tech programme (Each programme)	= 0.5 x
M.Sc. (2 years) programme	= 0.5 x
M.Sc (5 years) programme	= x
MBA Programme (Annual Intake <50)	= x
MBA programme (Annual Intake >50)	= 1.5 x
MCA (3 Years) Programme	= x
Common theory courses for 1 st & 2 nd years (per subject)	= 0.2 x
<u>Common practical courses for 1st & 2nd years (per course)</u>	<u>= 0.1 x</u>
Total	= nx
	x = [Sanctioned faculty strength] ÷ n

The normal strength of every department shall be computed based on the above scheme, additional factors taken into consideration, rounded and approved by the Institute Senate to serve as a guideline for all future recruitment. In case of serious disagreement among members the Senate, the decision of the BOG shall be binding.

The above prescription is based on a principle of equal sharing of teaching responsibility among all faculty members irrespective of rank. In contrast with the

prescription of AICTE, professors of NIT are expected to take up a larger share of the teaching job, particularly in large classes and in common fundamental subjects. This principle has the merit of providing better education in basic subjects, It frees younger faculty to pursue research, particularly those who are enrolled in Ph.D programmes. Experienced faculty are also expected to spend less time in preparing for classes and spend the rest of the time in institute management.

Additional factors shall include, but will not be limited to, expected student strengths in common courses, open electives, being normally offered by the department, common subjects among M Tech specializations, strength of M Tech courses etc. In general, departments and centers can be classified into two or three groups depending on the above formula and faculty strength calculated for each group.

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Adjunct, Honorary, Chair, Emeritus, Contractual, Visiting, Ad hoc and Temporary Faculty

In addition to its regular faculty, an institute may augment its intellectual capital by hiring additional scholastic resource through different types of secondary faculty positions. Such faculty members contribute significantly to the department in terms of sharing teaching tasks and enhancing research out put. Academic contributions and decisions (e.g award of grades) of such faculty members shall have the same legal validity as those of regular faculty members. The primary purpose of hiring adjunct, honorary, chair, emeritus and visiting faculty is to receive the honour of hosting distinguished professionals and academicians, and not off-loading of routine teaching activity. In contrast, the primary purpose behind hiring ad hoc, temporary or contractual faculty is to provide routine teaching services, particularly when adequate number of regular faculty are not available.

The appointing authority of adjunct, honorary and chair professors shall be the senate while that for emeritus professors and contractual faculty shall be the BOG considering that in the latter case Government money needs to be spent on salary. Director may appoint ad hoc and temporary faculty, who need to be given appointment at short notice and do not constitute a long term responsibility of the institute. The following guidelines will given the administrative details of hiring additional faculty.

Adjunct Faculty

Reputed scientists, engineers, physicians, advocates, artists, civil servants, bankers and other professionals, both serving and retired(from active service), can be inducted as Adjunct faculty. They will bring reputation to the institute, add valuable expertise and practical knowledge and complement the knowledge pool of existing faculty. The following will be some broad guide lines for selection of adjunct faculty.

- (i) They must be persons of repute, comparable to at least the top one third of the regular faculty in professional expertise and reputation in their own fields and organizations.
- (ii) Adjunct faculty will supervise student projects at all levels - UG to Ph.D., carry out sponsored research and consultancy, and teach courses, all these activities either independently or in collaboration with a regular faculty. They may also be members of departmental committees, if their professional experience becomes useful. While teaching courses, they may take responsibility of a full semester-long course or only a part thereof in collaboration with a regular faculty. The degree of involvement will be worked out mutually by the adjunct faculty and the Institute.
- (iii) Adjunct faculty will be appointed by the senate on recommendation of a committee headed by the director. Duration of appointment shall be between 1 and 5 years.
- (iv) Adjunct faculty will be provided with office room, secretarial services and other facilities depending on their involvement in academic activities.

- (v) They shall receive no salary, fee nor any other compensation for their services. All direct expenses such as travel, accommodation, preparation of lecture material etc shall be reimbursed at actuals.
- (vi) Adjunct faculty may receive financial support at the discretion of the director to attend conferences in India or abroad for presenting their work done in the institute, if in the opinion of the director, he has contributed significantly to the institute's academic programme.

Honorary Faculty

Institutes may honour distinguished academicians including its own retired faculty members by conferring on them the status of "Honorary Faculty". This status will be same as adjunct faculty except that:-

- (i) Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the institute without compensation.
- (ii) Duration of appointment shall be "for 5 years" or "for life".
- (iii) Directors of institutes appointed by the visitor in accordance with the provisions of NIT Act and statutes will automatically be "Honorary faculty for life" on completion of their tenure of service, irrespective of their level of engagement in institute activity in future.

Chair Professors

The Board may create a position of chair professor in a given department with or without a fixed specialization from money donated by an external agency or person. If sufficient funds are available to pay full salary and other benefits from the interest money, a new faculty post with terms identical to regular posts may be created. On the other hand, if limited funds are available, an existing regular faculty position or a secondary position under adjunct, honorary, visiting or contractual categories may be declared as an external chair where the donation received from the external agency will provide such benefits as top-up salary, travel grant or any other benefit to the incumbent.

Professor Emeritus

Faculty superannuating from service in NITs and comparable institutions may be inducted by the Board as Professor Emeritus for a maximum period of 3 years. This provision is limited to faculty with suitable externally sponsored projects or comparable activities, in addition to shouldering normal teaching responsibilities. Such appointment shall be made against sanctioned faculty posts only.

Faculty on Contract

When regular faculty positions cannot be filled, the Board at its discretion, may fill up sanctioned faculty positions "on contract", where the terms of separation will be far easier than those of regular faculty. Other facilities and mode of selection, to the extent possible, will be same as those for regular faculty. Examples of contractual faculty will include Assistant Professors without Ph.D. degree under the 3 tier system or Assistant Professors during the first 3 years after Ph.D. under the 4 tier system, faculty considered in absentia, and distinguished professors and engineers/scientists who have retired from other organisations.

Visiting Faculty

Academic personnel from universities, institutes, R&D labs, industry or Government in India or abroad, including those on sabbatical leave from other institutions or retired, may be inducted into the institutions for brief periods (Maximum 2 years), with or without remuneration. Such faculty members are expected to work full time taking academic responsibilities at par with regular faculty members. They may be appointed by Director on recommendation of the Head of the department, and a counterpart faculty member in the department who will serve as a host. Visiting faculty may be provided with mutually agreed honorarium and facilities (e.g. residential accommodation) on discretion of Director.

Ad. hoc appointments

To meet urgent need of faculty or to retain a brilliant candidate, the Director is empowered to make ad hoc appointment against sanctioned posts at all levels. Such appointment can be done for a maximum duration of 12 months, and shall not be extended even with breaks. A reasonable pay band, pay and AGP may be worked out, and increment may also be given as per rules. This pay shall not be binding on the selection committee, which may make its own decision, the formal appointment, if at all, shall carry its own pay unrelated to the ad hoc pay. Facilities such as residential accommodation, travel etc, normally available to faculty members, may be extended at discretion of Director. The director will make his decision basing on the recommendation of a small committee of senior faculty colleagues which will include at least one internal Board member, and one external subject expert. A Ph.D. degree with a superior academic career is a minimum requirement for ad hoc appointment at Assistant Professor level. Commensurate work experience in institutions of repute is necessary for higher posts.

Temporary Faculty

The director may recruit "Temporary faculty" against sanctioned posts to tide over serious shortage of faculty to handle UG & PG teaching load. This will be possible only in departments where the number of faculty in position, not counting teachers on long leave, is below 0.75 x normal strength. The candidates need to have at least a Master's degree in Engineering or a doctorate in science/humanities with first class [60% marks or (GPA 6.5/10)] at both bachelor's and master's level. Selection can be made on recommendation of a committee of faculty members that must include at least one internal board member and one faculty member of another department. Presence of an external subject expert is not essential.

Duration of appointment shall be one semester to start, and may be extended on semester to semester basis on recommendation of the HOD. Maximum duration of appointment in the entire career of a person shall be limited to 5 semesters. A consolidated remuneration, proportional to the assigned duties may be worked out on mutual agreement. The temporary faculty may be permitted to work full time or part time depending on the remuneration paid to him. In addition to the consolidated remuneration, director may, at his discretion, extend residential accommodation, telephone, travel and other facilities.

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