



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ
Visvesvaraya Technological University
"Jnana Sangama", Belagavi - 590 018, Karnataka State

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REGISTRAR

Ref : VTU/BGM/Aca/SO/TAAS/2019-20/ **9973**

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Date: **E 2 MAR 2020**

CIRCULAR

Sub: Modalities and guidelines to be followed for teacher appointments and approvals (TAAS) of all the Teachers in VTU Affiliated and Autonomous colleges.

Ref: 1) Circular No.VTU/PS/2019-20/8342 dated:01-01-2020.

2) Resolution No.8.5 of the 149th meeting of the Executive Council held on 10-01-2020.

In continuation to the circular under ref. (1), and approval under ref.(2), the procedure for appointment of regular faculty positions viz. Principal and all other Teaching cadre shall be made as per the guidelines enclosed vide (Annexure-1).

The Teachers Appointments and Approval System (TAAS) is introduced by VTU for the faculty members of it's Affiliated and Autonomous colleges with effect from January 2020. This is as mandated by UGC and AICTE.

All the Principals of the Affiliated /Autonomous colleges of VTU are hereby requested to follow the procedure and bring this circular to the notice of the/ your college Management.

By Order,

[Signature]
29.02.2020
Registrar

To,

The Principals of all the Affiliated/ Autonomous Colleges of VTU.

Copy to:

- 1) The Regional Director (I/c), VTU's Regional Centre, Belagavi, Bengaluru, Mysuru and Kalaburagi, for information.
- 2) The Secretary to VC, VTU, Belagavi, for information.
- 3) The Special Officer, Academic Section, VTU, Belagavi.
- 4) The Special Officer, CNC, Section, VTU, Belagavi, for information and to upload the same in the VTU website.

1. Procedure for appointment of faculty:

- i) Appointment to the post of regular faculty positions viz. Principal and all other Teaching cadre shall be made on merit and on the basis of advertisement published in a newspaper of in the name and address of the college and not by a Post Box Number. The qualifications prescribed for the post shall essentially be related to the academic attainment and shall not be linked with language or other regional considerations. Appointment shall not be made on communal or caste considerations. Also which shall not be less than 15 days from the date of publication of the advertisement, shall be allowed within which the applicants may submit their applications. Applicants shall also be required to account for breaks, if any, in their academic career.
- ii) The date of the meeting of every Selection Committee shall be so fixed as to allow notice thereof being given of at least 15 days to each member and to the candidates and the particulars of the candidates shall be supplied so as to reach the members of the Selection committee at least 7 days before the date of the meeting.
- iii) The quorum to constitute a meeting of the Selection Committee in a college shall be four members including at least two experts and the Vice-Chancellor's nominee. Experts for the selection shall be Principals or Senior Faculty members from recognized Institutions, colleges affiliated to University or institutes of national importance.
- iv) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications as prescribed by VTU/AICTE/UGC from time to time and recommend the names arranged in order of merit of the persons, of exceeding one, whom it recommends for appointment to the post advertised. If no person is selected, a report to that effect shall be made. The committee shall have the right to recommend only one person if others are not found suitable. The recommendation of the selection committee shall be subject to the approval of the Vice Chancellor, and in the event, of the Vice-Chancellor not approving the recommendation, the reasons for the same will be communicated to the Chairman of the Governing Body.
- v) A faculty shall be appointed on probation as per the norms of the institution from the date on which he/she joins duties after the expiry of which he/she shall be confirmed and shall be informed accordingly in writing. Until such time, the appointment be treated as on adhoc/ temporary basis.

2. Selection Committee Constitution - The Selection committee shall consist of the following persons:-

- 1) The Chairperson Governing Body of the College or his/her nominee who shall be the member of the Governing Body - Chairman.
- 2) University nominee - Member.

- 3) Head of the department (HoD) - Member.
- 4) External Subject Expert shall be in the cadre of Principal / Professor - Member.
- 5) Dean Academics (optional)- Member.
- 6) Principal of the College- Member Secretary.

Note:

- In case of the selection of Principal, in leau of subject experts senior Academicians with Administrative experience may be invited.
- The above committee shall be paid TA/DA and sitting fees as per the institutional norms.
- The request for University nominee must be sent to the University at least one month in advance to the proposed interview date.
- The quorum to constitute a meeting of the Selection Committee for the post of Principal/ Professor/ Associate Professor in a college shall be four members including at least two experts and the Vice-Chancellor's nominee. Experts for the selection of the faculty shall be Principals or Professors from recognized Institutions, colleges affiliated to University or other experts nominated / approved by the University.

3. **List of Documents required shall be submitted to the University** (applicable only for the regular appointments) as follows :
 - 1) Advertisement / news paper copy
 - 2) Vacancy position and justification for recruitment
 - 3) Number of applications received
 - 4) Number of applications attended
 - 5) List of shortlisted candidates with merit list
 - 6) Selection committee detailed evaluation report with the member's signature
 - 7) Selection committee proceedings with the member's signature
 - 8) Copies of all the documents pertaining to qualification and experience of the shortlisted / recommended candidates need to be submitted to the University.
4. Once the appointment process is complete the college shall forward the all the documents to the University for Verification. There will be a section within the University which shall verify these documents and if all the documents are in order then such appointments will be consolidated and sent a committee for approval. Once the committee approves the same it shall be communicated to the college. The non approved candidate list shall be sent back to the college with relevant comments. The college may send compliance regarding the same and request for approval of the same.

Approved
