Scrutiny Committee (College) Guideline

The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions and his/her performance on a scoring system proforma, based on as provided in U.G.C. 2018 Regulations, The Gazette of India, July 18, 2018 and State Government Resolution No. Misc-2018/C.R.56/18/UNI-1 dated March 8, 2019 in Tables 3B/4/5 (College) of Appendix II. University gives following directives for smooth scrutiny procedure for scrutiny as part of interview process:

- There shall be separate Scrutiny Committee for the post of the Principal and Teacher (Assistant Professor/ Librarian/Director Physical Education & Sports, Associate Professor, and Professor) to be appointed in College or Recognized Institution on College / Management level:
- Candidates will have to submit the application in the duly prescribed 'Application Form' alongwith API- PBAS (Self-Appraisal) for Associate Professor, Professor and Principal post with relevant documents.
- The Application Forms will be Scrutinized by the duly constituted 'Scrutiny Committee'
- API Score shall be verified by the 'Scrutiny Committee' however, API score will be verified by the selection committee. It shall verify all the documents submitted by the candidates and after satisfactory scrutiny of the documents, the committee shall recommend the names of candidates to be invited for interview.
- It shall be the sole responsibility of the 'Scrutiny Committee' to verify the marks given by the candidate under 'Self Appraisal' and release the call.
- All the Candidates who score more than stipulated API & whose score is verified by the 'Scrutiny Committee' based on the evidences submitted by the candidate, will be called for the Interview.
- Minimum norms of the APIs as provided in table 1 of Appendix II and weightages for expert assessment to be applied for the promotion of teachers, in colleges under Career Advancement Scheme (CAS) shall be as in State Government Resolution No. Misc-2018/C.R.56/18/UNI-1 dated March 8, 2019.
- Suitable and qualified candidates with higher merits calculated and shall be invited for the interview and not exceeding the following ratio of number of vacancies to candidates:

  1:8, 2:14, 3:20, 4:26, 5:32, and for more than five vacancies, the candidates invited shall be up to five candidates per vacancy to be filled.

1. for the Post of the Principal / Professor:

(a) Chairman of the Management or his nominee (Chairman)

(b) One nominee of Management to be nominated by the Management

(c) Principal / Senior teacher in the College or Recognized Institution to be nominated by the Management

Provided that, in case of Management which runs more than one College or Recognized Institutions, the Principal amongst the Principals of their College or Recognized Institutions who is nominated by Chairman shall be the member of the Scrutiny Committee.

2. for the Post of the Assistant Professor/ Associate Professor:

(a) Chairman of the Management or his nominee (Chairman)

(b) Principal

(c) Head of the Department of the subject concerned.

If regular Principal is not appointed in the College or Recognized Institution, the Acting / In-charge Principal shall be the member of Scrutiny Committee.

If there is no Head of Department in subject concerned then senior most teacher in the subject in the College or Recognized Institution shall be the member of the Scrutiny committee.

Provided that for Associate Professor / Professor, the Head of Department in subject concerned shall be minimum Associate Professor for Scrutiny of Associate Professor and the Head of Department in subject concerned shall be minimum Principal / Professor for the Scrutiny of Professor.

Provided that, in case of Management which runs more than one College or Recognized Institutions, the Principal amongst the Principals of their College or Recognized Institutions who is nominated by Chairman shall be the member of the Scrutiny Committee. Also for Head of Department in subject concerned, Chairman may nominate Head of Department in subject concerned amongst Head of Department within their Colleges or Recognized Institutions shall be nominated as member for Scrutiny Committee.