

This document covers Selection Procedure  
for Teaching Position

# Selection Procedure For Teaching Positions

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GSFC University,  
FERTILIZER NAGAR, VADODARA

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## Revision Details

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## Selection Procedure for Teaching Positions

### **1. Policy Statement:**

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. It is a boutique University created as a CSR initiative by Gujarat State Fertilizers and Chemicals Ltd. It presently offers courses in Engineering, Science and Management with major emphasis on producing 100% industry ready manpower with 80% employability quotient.

It is inspired by medical education where students throughout their stay in institutions are exposed to practical aspects of theoretical concepts in the hospital attached to college.

Here in GSFCU, we have unique distinction of having access to 22 operating chemical and fertiliser group plants of GSFC Ltd. by being next door to them.

This helps in exposing students to practical aspects of theoretical concepts in science, technology and management throughout the teaching and learning cycle during student stay in University.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready students are invited to join our endeavour.

It is the policy of GSFC University to provide equal employment opportunities to all applicants for employment without regard to race, colour, religion, age, sex, disability, national origin, veteran status, marital status, or sexual orientation.

The objectives of the University is to attract, select, retain and motivate qualified individuals and give fast track career progression opportunities to deserving staff.

## 2. Purpose:

This Manual explains the steps in the hiring process of Teaching Staff.

The hiring of teaching staff is in accordance with the University's Employment Policies. The procedures outlined in this manual lay down the steps that are to be followed in hiring.

## 3. Selection procedure for Teaching Positions:

### a) First Phase –

- To scrutinise the bio data received on the basis of the Qualifications of a candidate, his/her quality of experience, quality of the educational institutions and age criteria. Approval for the selection procedure is taken for every position if there is a deviation.
- The percentage of a candidate in the required educational degree should be 55% or more than that.  
Exception- for PhD degree percentage is not mandatory.
- The weightage of **Academic record and Experience shall be 50%** in overall evaluation table (**Refer Annexure 5 – Evaluation Sheet**)
- **Screening Committee (SC)** shall be assigned to shortlist the candidates before finally calling them for further assessments. SC will have minimum 3 members and will be convened by HR personnel.  
SC consists of Provost, Director (A and EF) and invitees from concerned department. Other key officers like Directors (EDC), Registrar, CLO, etc. may be invited on case to case basis.

**b) Second Phase –**

- An e-mail/ communication shall be sent to the shortlisted candidates and they will be informed about the selection procedure as well as the date of the online examination along with other details.
- The candidates appearing for online examination shall have to get their documents verified. The Online examination will contain 45 objective questions that have to be completed within thirty minutes. The questions shall be a combination of the concerned subject and aptitude (equally divided).
- On completion and submission of their test, the score will be visible to them.
- The test results of all the candidates who have appeared for the examination shall be available with the HR department of GSFCU and they shall further shortlist the candidates based on the scores obtained.

**c) Third phase –**

- In this stage the candidate is supposed to design a practical/Lab session at an Industry allotted to him/her by the University.
- They shall have to design a practical/Lab session and will be evaluated by Industry personnel who will be present at the time of the experiment.

- The candidates are then supposed to prepare a report based on the experiment conducted and discuss the same with the Expert Panel for further evaluation during the Interview process.

#### d) **Fourth phase**

- The shortlisted candidates will have to appear for a demo lecture in front of the students as well as the Expert panel. The candidates shall be given a list of topics from the present course structure for the demo lecture which will be communicated to them in advance and the selection of a particular topic has to be informed/conveyed to the HR department in advance.
- The expert panel and students will analyse and evaluate the performance of each candidate in the Demo Class. Each candidate shall be given one complete lecture session i.e. approximately for one hour or less.
- The Panel shall have a separate scoring sheet wherein they have to evaluate candidate scores based on his subject knowledge, teaching technique, communication skills, etc. This shall fall under the “**Assessment of Domain Knowledge and Technical Skills**” which has **30%** weightage in the scoring system. Out of this 50% weightage will be of student feedback rating of the performance at the lecture.

#### e) **Fifth phase**

- The final shortlisted candidates (after the previous rounds) shall be eligible to go for the next round of interview, i.e. with the Expert Panel.

Lab experiment designed by the candidate shall also be assessed by the Expert Panel during the interview. **The interview performance shall have weightage of 20%** in the scoring system.

#### **4. Selection Committee / Expert Panel:**

The selection committee for appointment to the posts of Professors, Associate Professors, Assistant Professors, heads of institutions and other Teaching Staff shall consist of –

- a) The Provost (Chairperson);
- b) Director (Administration & Enabling Functions);
- c) A nominee of the President who will be an outside expert on the subject;

#### **5. Evaluation Criteria & Various assessment sheets**

##### **a) Evaluation Criteria**

##### **i. Relevant Academic Record (30 marks)**

Based on the Job description, candidate who scores at least 55% has to be shortlisted. The Academic record as well as the Quality of the Institute maybe evaluated as follows:

1. 20 marks out of the total 30 marks shall be based on the score obtained by the candidate in his main degree i.e. Masters.

Example: Candidate scores 60% in M. Tech.

Score out of 20 =  $(60/100)*20$



2. 10 marks of the total 30 marks shall be based on the Quality of the Institute from where he/she has obtained the degree.

- Candidates who are a pass out of IITs shall be eligible to get 10 marks.
- Candidates who are a pass out of NITs shall be eligible to get 8 marks.
- Candidates who are a pass out of recognised Universities) shall be eligible to get 8 marks or as per the ranking of the University.
  - NAAC accreditation will be referred

**ii. Specialisation & Useful Skills (10 marks)**

- Candidate who meets with the specialisation criteria would be entitled for 5 marks.
- Candidate who does not meet with the specialisation criteria, however has been shortlisted, would be entitled for 3 marks.

**Useful Skills (5 marks):**

Skills of a candidate can be assessed based on the experience of the candidates, i.e., either experience in both industry and academic, or experience only in industry or academic. The evaluation may be done as follows:

Nature of experience	Score
Industry & Academic	5
Only Industry	4
Only Academic (IITs / NITs/ Foreign Universities)	4
Only Academic (Non IITs / NITs)	3

**iii. Quality & Usefulness of Research Experience (10 marks)**

The research experience to be classified based on the level of research work the candidate has done viz. Ph.D. and Post Doctorate. The evaluation may be done as follows:

<b>Research experience</b>	<b>Score</b>
Post Doctorate	10
Doctorate of Philosophy	5
M. Tech / any other relevant post-graduation	0



Annexure – 1 Assessment Form

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Evaluation Sheet for Demo Lecture – Assessment Parameters

Date:

Sr. No	Title	Name of the Candidate	Allotted Semester	Assessment Parameters					Total
				Presentation and Communication Skill	Teaching Technique	Subject Knowledge	Utilisation of Teaching aid	Response to the queries by the students	
				Marks:10	Marks:10	Marks:10	Marks:10	Marks:10	Marks:50
1									
2									
3									
4									
5									

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



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Consolidated Evaluation Sheet for Demo Lecture – Selection Committee

Date :

Sr. No	Title	Name of the Candidate	Allotted Semester	Selection Committee				Average
				A	B	C	D	
				Marks:50	Marks:50	Marks:50	Marks:50	Marks:50
1								
2								
3								
4								
5								

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Evaluation Sheet for Personal Interview – Selection Committee

DATE: _____							
Sr. No.	Name of the Candidate	COMPETENCIES					
		Job knowledge	Relevant Background & Quality of Experience	Strategic Planning & Problem solving skills/ Critical Thinking	Interpersonal & Communication Skills	Motivation/ Initiative	Total Marks
		20 marks	20 marks	20 marks	20 marks	20 marks	100 marks
1							

Name :- Mr. \_\_\_\_\_  
 Designation :- \_\_\_\_\_  
 Signature:- \_\_\_\_\_

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Consolidated Evaluation Sheet for Personal Interview – Selection Committee

DATE: _____						
Sr. No.	Name of the Candidate	Mr. _____	Mr. _____	Mr. _____	Mr. _____	Total Marks (Average)
		100 marks	100 marks	100 marks	100 marks	
1						

Mr. \_\_\_\_\_  
Designation: \_\_\_\_\_  
Sign:

Mr. \_\_\_\_\_  
Designation: \_\_\_\_\_  
Sign:

Mr. \_\_\_\_\_  
Designation: \_\_\_\_\_  
Sign:

Mr. \_\_\_\_\_  
Designation: \_\_\_\_\_  
Sign:

GSFC University
Consolidated evaluation sheet

Sr. No	Name	Academic record and research Performance - 50%		Assessment of Domain Knowledge and Teaching Skills - 30%			Interview Performance - 20%			Total Marks	Rank	
		Relevant Academic Record		Specialisation and Useful skills	Quality & usefulness of research Experience	Students assessment of class room Teaching	Selection Committee assessment of class room	Design of Practical session with Industry	Discussions on & Usefulness of Practical session			Interview Performance
		(Marks: 30)		(Marks:10)	(Marks:10)	(Marks: 15)	( Marks: 5 )	(Marks:10)	(Marks: 5)	(Marks: 15)		(Marks:100)
		Academic Score (Marks:20)	Quality of Institute (Marks:10)									
1												
2												
3												
4												
5												