

10 YEARS
OF UNIVERSITY
RECOGNITION
20 YEARS OF
ACADEMIC
EXCELLENCE



REVA
UNIVERSITY

Bengaluru, India

RECRUITMENT AND PROMOTION POLICY

RECRUITMENT POLICY

Objective: Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Applicability: All new recruits in all positions/grades.

Policy & Procedure

- Provision in approved will be a pre-requisite for all recruitment in the University.
- Any new recruitment will need to be approved by the appropriate approving authority. The concerned Director/HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of the Registrar and the Vice Chancellor, and only then proceed with the process of recruitment.
- Any new recruitment will need to be approved by the appropriate approving authority. The concerned Director/HOD is to get in touch with HR Department with the details of the manpower required. HR will then seek approval of the Registrar and the Vice Chancellor, and only then proceed with the process of recruitment.
- HR shall prepare a detailed job description for the position to be filled up, in consultation with the concerned department.
- HR shall source the profiles for the required position, through various sources viz., advertisements (newspapers, Career portals), LinkedIn, Website page External Recruitment partners, consultants, Job portals, Data base, internal reference etc.
- HR shall screen and shortlist the profiles depending on their qualification, experience, specialization and other credentials for the position. The list of shortlisted profiles will be communicated to the concerned Director.
- HR will coordinate the entire process of conducting the interviews.
- Depending on the grade/level of the position being recruited, the interview panel/selection committee will consist of the concerned Director, Professors, External members, and HR representative.
- Shortlisted candidates by the Selection committee will be interviewed by the Vice Chancellor and Registrar for Final round of interview.
- Final Selected candidates will be intimated about the selection and offer is sent across for

their acceptance with joining date.

- Offer letter along list documents to be submitted will be communicated to the candidate on the day of joining, Originals certified will be verified and self-attested documents are collected along with service certificates from previous employer.
- On completion of the documentation, HR will explain the University policies and procedures with the help of employee manual.
- The University shall be an equal-opportunity employer, with affirmative action towards socio- economically weaker section of societies.



Registrar
REVA University
Bengaluru - 560 064

PROMOTION POLICY

Preamble

This policy governs the promotions for the faculty so as to encourage scholarship through high quality teaching, research and Institutional commitment.

Eligibility

- From Assistant Professor to Associate Professor, and Associate Professor to Professor, in all disciplines.
- Ph.D. Qualification is must for Promotion from Assistant Professor to Associate Professor
- Five years in the current position (from the date of joining/attaining previous promotion/completing Ph.D.).
- Prescribed research output.
- Acceptable teaching feedback.
- Demonstrated academic administration.
- The Eligibility shall stand modified in the following cases:
 - a) For those whose probation may have been extended, the 5 year period will commence only after confirmation.
 - b) For those who may not have cleared the ratification on the first attempt, the 5-year period will commence only after the date of ratification.
- The Eligibility conditions may be extended at the discretion of the Management, in the following cases:
- Faculty whose annual increments are on hold/delayed/deferred for want of fulfillment of academic commitments.

Policy and Procedure:

When Ph.D. is just completed, completion shall mean possessing certificate of completion of Ph.D. from the degree awarding Institution (or provisional degree certificate)

Indicated Output (Assistant Professor to Associate Professor)

- At least 2 papers in peer-reviewed and respected journals (with not more than two co-authors); 2 conference/seminar papers in reputed conferences/seminars. Participation in sponsored research projects will add significantly to the credit.

- Teaching feedback from the students above 4 on a 6 - point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

Indicated Output (Associate Professor to Professor)

- At least 3 papers in peer-reviewed and reputed journals as the first author* (with not more than two co-authors); 3 conference/seminar papers in reputed conferences/seminars (which are shortlisted in the Dept.). Leading role in sponsored research projects will add significantly to the credit.
- Teaching feedback from the students above 4 on a 6-point scale. It will also be expected that the pass-percentage of students taught by the faculty shall not be less than 85%.
- Proactive and enthusiastic participation in such tasks of academic administration tasks as may have been asked, required, or expected of the faculty by the Management.

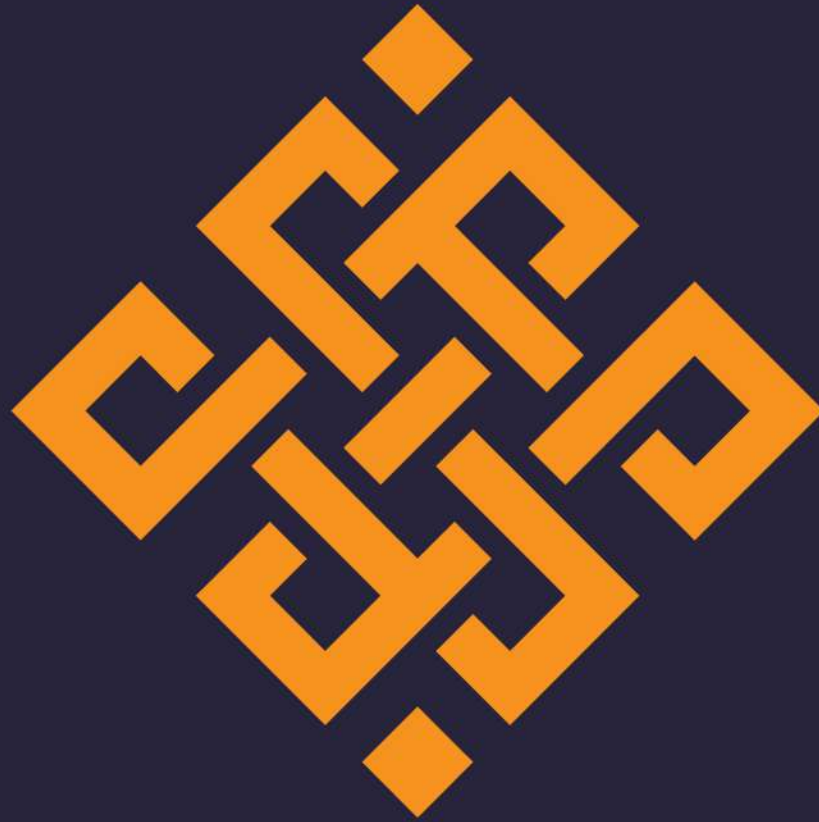
Assistant Professor to Senior Assistant Professor

- Movement from Assistant to Senior Assistant Professor was considered a “promotion”. However, this policy views movement to Senior Assistant Professor as an “early recognition system” of a promising Assistant Professor. Those making it to Senior Assistant Professors are more likely to make it to Associate Professor in the minimum prescribed time, if their performance remains at a sustained high level.
- The eligibility conditions for moving from Assistant Professor to Senior Assistant Professor shall be as follows:
- Ph.D.: Significant progress (completion of pre-Ph.D. course work, and literature survey)
Three years as Assistant Professor.
- Prescribed research output (At least two published papers in peer reviewed and respected journals (with not more than two co-authors); 2 conference/seminar papers in reputed conferences/seminars).
- Teaching feedback above 4.0 on a 5-point scale.
- Demonstrated initiatives in institutional affairs.
- The Senior Assistant Professor shall be eligible for two additional increments.
- Additional increments will be applicable if the faculty remains in the Senior Assistant Professor and will not be carried forward to the next grade.

- The UGC has implemented a system of Academic Performance Indicator (API), the same framework shall be applied.



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