

## **Recruitment Policy**

### **Preamble:**

Dr C. V. Raman University (CVRUK) a UGC recognized university with a clear focus on sustainable rural livelihoods through amicable and just natural resources management. CVRUK seek to engage in providing professional services to development organizations and individuals interested in rural and sustainable development across sectors and sub – sectors.

The key professional services may encompass awarding Graduate Degrees, Post Graduate degrees, Doctoral Degrees, Diploma, Post Graduate Diploma, Certificate and various capacity building and developing human capital at different levels through training, exposure visits, handholding and mentoring, action research and piloting innovations, development communication and knowledge management, project cycle management support and facilitation of key business processes with competencies like certification processes for e.g. GAP, Organic Production, Soil Health Management, GIS Application, IOT based innovations and Applications, IPR management etc..., besides these specialized professional services CVRUK aspires to develop a business vertical for rural higher learning and continual education for the rural youth interested in professional and vocation education to become the prospective and potential professionals, entrepreneurs, business professionals and development workers.

### **The Policy Intent:**

The recruitment policy of CVRUK intend to engage team of competent technical experts and seasoned academic professional with flare for the development academics, knowledge creation and management hunch. The **ART** (**A**ccountable, **R**esponsible and **T**ransparent) of the recruitment process for finding and engaging the right resource person require a neat and well state recruitment policy. The brief document provides an insight in to the intent and purpose of such a policy driven by organizational values and ethics.

### **Policy Objectives:**

The key policy objectives are:

1. Scout, find and engage appropriate resource person for the teaching, research, community engagement and all other non – academic assignment CVRUK seeks to deal with in line with its stated objectives;
2. Engage competent professionals to develop high value human capital for developing the capacities among the constituent schools, and individual seeking to understand and take academic, research and innovation as professional career;
3. Design, develop and demonstrate high value academic model institutions and individuals for well calibrated competencies, vocational and occupational standards among its own human capital to create similar human capital base within the ambit of its community;

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### Creating the Positions:

CVRUK seek to develop a slick team of full professionals with proven competencies in their respective field of expertise, besides a battery of in – house and adjunct professionals from within AGU or its constituent universities. CVRUK proposes to use the expertise scattered around in the sector among other organizations and use the veterans with vast repository of knowledge.

CVRUK has indicated a flat organogram with minimal hierarchy among the prospective and potential knowledge workers. The job title notifies their expertise and the positions, may be created as and when the development of new schools, departments, services, business vertical evolves over time. CVRUK core team would have expertise in three key spheres viz natural sciences, social sciences, and management sciences, besides involving expertise on legal issues related to rural and agricultural development management. The current Schools of Studies are as under:

1. Techno – Park School of Information technology and Computer Science;
2. Rishi Parashar School of Agriculture Science;
3. Swami Vivekanand School of Management ;
4. Maharshi Kautilya School of Commerce ;
5. Marshi Karve School of Liberal Arts, Humanities, Languages;
6. Maharshi Charak School of Para – Medical Science;
7. Vanmali School of Education;
8. S. Ramanujam School of Science;
9. M. Vishveshvaraiya School of Vocational Education;
10. Maa Ahilya School of Rural Management;
11. Dr. Kalam School of Rural technology;
12. Maharshi Kanva School of Food Science and Technology;
13. Kamdhenu School of Dairy Science, Livestock Management Technology;
14. Prof. M. L. Shroff School of Pharmacy Science;
15. Vinita School of Home Science;
16. Vanmali Central Library and Documentation Repository;
17. Janveer Tantya Sports Academy;

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18. Mission Happy;
19. Raman Incubation Center;
20. Raman Regional Resources Centers;

**Working out eligibility criteria:**

The eligibility criteria for identification and selection of the appropriate and willing resources person on full time, part time, adjunct or visiting fellow would invariable include the:

1. Educational qualification minimum a master' degree from a recognized and reputed university or professional institute with statutory accreditation with minimum 55% marks or grade, any higher level like Ph.D., NET / SET qualification would be an added advantage for non – Ph D candidates and preferred by CVRUK;
2. A minimum of 5 years of hand – on experience preferably in research / teaching at higher education level, the work experience in rural and agriculture development, IT and CS, Banking and Commerce, or any other relevant field with reputed development organization at regional, national or international level;
3. Demonstrated skills in mass communication and handling the inter – personal relationships with ease and efficiency;
4. A flare for observation, analysis, writing, and documentation demonstrated through published research work, popular articles, books, and contributions in any such literature both in published and grey domain of their subject and expertise;
5. Willingness to work with rural student community especially women, tribal families, rural youth and aspiring to expand their capacities;
6. CVRUK would be fair opportunity employer and may have a good gender balance with youth and seasoned professionals;
7. The positions indentified may have more of the specific eligibility criteria to fulfill statutory requirements apply if any and keeping in view the advances in the field of specific domain knowledge.

**Using KRA, KPCs and KPIs:**

CVRUK professional team would be obliged to fulfill the following key result areas to ascertain that the organization implement its corporate strategic plan, attain the mission, create conditions conducive to see its vision realized and meet the state objectives within stated time frame. The professionals inducted in CVRUK team would be encouraged to develop, declare and demonstrate the Key Performance Competencies (KPC) and Key Performance Indicators (KPI) and they would be encouraged for self assessment from time to time. Following are the suggested Key Result Areas:

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**Key Result Areas (KRAs):**

- 1. Developing CVRUK state-of-art center for excellence:** The faculty member of the school should skillfully develop her or his department a unique learning site for the students, trainees part time students, visiting fellows and researchers and all interested in the higher education. The area of expertise of the faculty member being the key component and the integral part of the varied socio – economic contours, diverse farming system and rural, semi – urban and urban livelihood system across nation, plays a vital role and contribute a great deal hence need urgent issue specific attention. Many development initiatives within the domain of renewable natural resources have tried and tested wide range of technology solutions, however, with mixed success. The CVRUK effort should provide a sound springboard and great learning site for all interested.
- 2. Developing economically viable self - financed center for excellence based on revenue model in various schools of study at CVRUK:** The concern issue specific cell and or the unit developed within the concern school of study provides demonstrable knowledge – technology solutions for sustainable development, the Core Faculty Member shall monitor and evaluated for her/his performance to make all such initiatives self financed based on revenue model. The demonstration impact of the successful revenue model could provide replicable knowledge – technology solutions, help other staff members, researchers, and learners to fine tune, generate new knowledge – technology solutions. The revenue model would further help widen the scope of the activities through co-financing mechanism in future and support CVRUK attains a self-financed autonomous institution.
- 3. Showcase Information – knowledge – Technology – skill Management shop floor:** The school should act as information – knowledge – technology – skill management shop floor for others to emulate. The person in-charge of the school would be evaluated for her / his performance based on her /his success to demonstrate the capabilities of efficient and economically viable solutions to potential users.
- 4. Develop Open Field / Live Laboratory:** The faculty member of the schools should offer the participatory technology development (PTD) proponents and practioners as unique open field / live laboratory to commission participatory research on aspects of sustainable alternate urban / rural livelihoods within the ambit of different socio – economic contours and varied semi-arid agro-ecologies and marginalized diversified farming systems / economic system. The person in-charge would be responsible to facilitate on-campus and off-campus events and coordinate the process.
- 5. Mentoring business projects and Staff of CVRUK, its constituent organizations, associates, and clients:** The faculty member would be evaluated for their performance based on contribution in developing business projects and their concern staff by providing a pro-active mentorship, online handholding support and much needed intellectual input in developing, testing, and demonstrating the new field based innovative project strategies.
- 6. Developing literature:** The faculty member of the school would be adjudged by the

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number of written and published literature in the journals of high repute, a minimum of 2 international publications, 3 national, 6 working papers and several regional publications are desirous each year. Besides this, they would be adjudged by the number of books, chapters in edited versions, process documents, manuals, source books, information tool kits produced by them in their field of expertise.

- 7. The time management:** The faculty time would be used in such a fashion that they at least spend 40% of their time in on-campus events, 30% in off-campus events, 10% time in business project mentorship, 10% time for the personal consultancies outside and 10% for developing literature as per above. A fortnightly timesheet is desirous from each of the faculty to track and record the time management by the CVRUK management.

### **Advertisement procedure:**

The positions would be announced based on the assessment of requirement for full time, part time, adjunct and visiting fellows and all such positions would be declared open on ADADS Website, CVRUK Website, AISECT Website, [www.devenetjob.org](http://www.devenetjob.org) and NGO Box websites. In case wherever felt necessary such positions would be advertized in news papers of appropriate circulation to fulfill any statutory and legal requirements.

The hand picking and inviting appropriate professionals with proven track record and credentials and willing to join CVRUK would also be the pathway to engage appropriate experts and professionals. In such cases specific recruitment committee would decide and seek the approval from appropriate levels like Vice Chancellor, CVRUK, Registrar, CVRUK or any other level necessary to fulfill any legal compliances binding on CVRUK to engage such person.

### **CV Assessment and Short Listing:**

A standing committee comprising of Vice Chancellor, CVRUK, Registrar CVRUK, Deans / Concern COS and an Expert from outside wherever needed would assess the CVs and finalize the list of potential candidates for further recruitment process. In case of any member not available for the same a representative nominated with appropriate caliber may be inducted and the same may be approved by the CVRUK Management.

During the CV Assessment and short – listing phase the reference check would be performed to gain a more neutral and outside opinion as referred by the candidate. Efforts would be made to seek the recorded opinion of such references when and wherever possible.

### **Selection procedure:**

CVRUK would follow a three - stage selection process starting with a teleconferencing with the short-listed candidate on a mutually agreed schedule. The teleconferencing may be done by any individual of the CV assessment committee or an expert with some record of the dialogue.

In case the opinion falls on positive note the prospective candidate would be called for a personal discussion wherein a panel of inside and external expert would assess the candidate against her / his credentials.

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In the final stage VC, CVRUK / Registrar, CVRUK may finalize the legal process of contracting and finalize the KRA, KPC and KPI over time.

**Contracting:**

All assignments in CVRUK would be of contractual nature with a starting tenure of 2 years extendable after due performance appraisal. The prospective candidate may have to furnish a quasi – legal contract with CVRUK and wherever necessary “I Bond” for financial security and assurance.

CVRUK would reserve the right to terminate the contract intermittent in case of any reason arising out of the concurrent performance appraisal or else the contract termination conterminous with the specific assignment if a professional is engaged for any such assignment.

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## Recruitment Committee

### Context:

The spirit NEP 2020 drives the Institutions of Higher Learning towards learning outcome-based approach with healthy Teacher – Student ratio. It is envisaged that the healthy ratio could be 15:1, however, where the ODL, on – line teaching mode as in vogue in the recent times due to COVID 19 menace, advent of vocational education as mainstay of future universities, and multi-disciplinary approach with multiple entry – multiple exist the student – teacher ratio may have to be realigned with the programs offered by the universities.

CCVRU, Khandwa deployed >60 members in its academic team in 11 schools, 26 departments and several adjunct professionals invited for on – line and on campus teaching. The academic team is supported by a battery of non-teaching technical staff like IT professionals, laboratory professionals, field executives and project implementation teams and university management team members.

In past three years the students enrolled for on – campus programs have a very healthy ratio of student : teacher, looking to the enrollment planning and offering new programs at all levels like diploma, undergraduate degrees, postgraduate program and doctoral program besides starting the new departments like performing art, rural management, agribusiness management, vocational education course in demand led paradigm, it is decided by the university management to raise the academic team strength up to 50.

### Proposed new vacancies:

The new positions have been identified as per following:

*Please put of the school set up and map the vacancies*

### Recruitment process:

The recruitment process will have following key steps:

1. **Developing the Job Descriptions:** The Job Descriptions (JDs) would be developed based on the requirement of the vacancies notified by the CVRU, Khandwa Registrar' office and on approval of BoM, CVRU, Khandwa. The JDs should be clear, comprehensible, covering Key Result Areas (KRAs), eligibility criteria denoting age, education, experience, expertise, and other such issues as deemed necessary and in line with the AGU system and UGC norms, reporting obligations and pay band. The JDs should be developed by Head of the Departments in due consultation with Dean Faculties and verified by Pro – Vice Chancellor.
2. **Search and screening process:** The search and screening process involves job postings in web portal of AGU, CVRU, devnetjob.org, or any other platform, circulation of job postings, spreading the message by word of mouth, individual scouting, personal referencing and then creating a dynamic database of the prospective candidates by

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collecting CV with all credentials, creating a list in order of merit based on the scoring as per the eligibility criteria after due screening by the committee.

3. **Reference check and telephonic interviews:** The eligible and short listed candidates after due screening based on the eligibility and merit score card would undergo a thorough reference check. It would be mandatory for the applicant to provide three references of which two must be from previous employer and one current employer. The telephonic reference check would follow a mail from the reference; the set of questions for reference would be mailed by the recruitment committee members. This will be followed by a telephonic interview by fixing a prior date and appointment by the Assistant Registrar (HR), CVRU. A telephonic interview proceeding with recommendations from interview panel would be put up for next level.
4. **Written comprehension and final interview:** The shortlisted candidate would be invited for a final personal discussion with the interview panel and the candidate would be asked to undergo a written comprehension test on computer, the same would be evaluated by the expert concern. A final score sheet would be developed with weighted average of the scores using scores earned on CV (10%), Academic and Research excellence (20%), reference persons opinion (10%), telephonic interview (10%), written comprehension (10%) and final interview (40%). Any candidate scores below 60% in any of these and an aggregate of 70% may not be shortlisted and proposed for offer.

**(1) Candidate Search and Screening Committee:**

- a. Ms. Bhavna Bajpai, Dean (Faculty)
- b. Mr. Md Sagir, Assistant Registrar (Academics)
- c. Mrs. Gitika Chaturvedi, Assistant Registrar (HRD)

**(2) Telephonic interview and reference check committee:**

- a. Mr. Yogesh Mahajan
- b. Mrs. Gitika Chaturvedi
- c. Ms. Swati Atre

**(3) Written Comprehension and final interview panel**

- a. Pro Vice Chancellor
- b. Registrar
- c. Dean (Faculty) – any one of three
- d. Subject Matter Specialist – Internal
- e. Subject Matter Specialist – External

**The final proceedings of the recruitment process would be submitted to Chancellors through Vice Chancellor with his opinion and comments.**

**The offer would be sent to the prospective candidate from AAUG / CVRU HR Office.**

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