

# **School of Planning and Architecture Bhopal**

## **Guidelines for Contract Renewal of the Faculty (on contract)**

At School of Planning and Architecture Bhopal (SPA Bhopal), presently the appointments of the faculty members on contract basis are done in line with the clause 27 of the SPA Statutes. Based on the need, the period of appointment usually varies from six months to 11 months. However, presently there are no specific guidelines for the purpose of renewal of the contractual period. These guidelines are therefore prepared to govern the procedures for renewing the contract period of the faculty (on contract).

1. Short title, extent and commencement – These guidelines may be called ‘Guidelines for contract renewal of the Faculty (on contract)’
  
2. Definitions – In these guidelines, unless the context otherwise requires –
  - a) “Faculty (on contract)” means the Faculty members appointed in line with the clause 27 of the SPA Statutes 2016 for a specific period.
  - b) “Contract” means the agreement, between SPA Bhopal and the selected candidate for the appointment as Faculty (on contract basis), clearly mentioning the conditions of employment on contract basis for a specific period as mentioned in the agreement.

Words and expressions used herein and not defined but defined in the SPA Act, shall have the meanings respectively assigned to them in the Act.

3. Contract renewal –
  - a) Those faculty members (on contract basis) who have satisfactorily completed the period of contract as per the agreement and whose total period of contract has not exceeded two years would be eligible for the renewal of the contract period.

- b) Personal appearance is mandatory before the interview/ review committee as the case may be for each occasion of renewal of the contract period, if warranted. However, in matters of personal exigency, online interviews may be considered with the prior approval of the competent authority in exceptional cases only.
  - c) Any renewal of the contract period shall be purely based on the academic performance of the faculty (on contract) as decided by the Competent Authority before reappointing her/him on contract basis for another session (total period of contract shall not exceed more than two years as per the clause 27 of the SPA Statutes 2016 under 'Appointments on contract'). However, such period of contract renewal shall be for a period of one academic semester i.e., six months as per the prevailing practice at SPA Bhopal. Renewal of the contract period of the faculty (on contract) shall in no way be treated as a matter of right whatsoever.
  - d) The requests for renewal of the contract period may be considered twice in an academic year i.e., before the commencement of the odd and even semesters.
  - e) Any such renewal shall be based on the agreement (in a standard format of SPA Bhopal) clearly mentioning the applicable terms and conditions.
  - f) A minimum prescribed gap (usually for a period of seven days) may be considered between the lapsed and the renewed contract periods of the concerned faculty member or as per the relevant norms of the institute.
  - g) At the time of joining / renewal of the contract period, the concerned faculty member shall furnish a medical fitness certificate from a Government Hospital, as per the applicable norms of the institute in this regard.
4. Academic performance – Academic performance of the Faculty (on contract) shall be assessed based on the parameters mentioned below by a Review Committee constituted at the institute level for this purpose:

- a) Letter of request (along with the support documents) for renewal of the contract period from the concerned faculty (on contract) to be submitted to the respective Head of the Department.
  - b) Recommendation of the Head of the respective Department.
  - c) Student's feedback - Opinion of the majority of students from the feedback received shall be taken into consideration.
  - d) Faculty feedback (from within the Department) - Opinion of the majority of the faculty members from within the Department shall be considered.
  - e) Successful accomplishment of the assigned tasks / responsibilities besides regular academic teaching.
  - f) A score of 6 and above in the Performance Assessment Report shall be considered for the renewal of the contract period. Respective Head of the Department and the Director, SPA Bhopal shall be the reporting and reviewing officers for the self assessment form.
5. Review Committee – A review committee (as mentioned in point 4 in these guidelines) for the purpose of assessing the academic performance of the concerned faculty member shall be constituted by the Director, SPA Bhopal and shall have the following members:
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| a) Dean Academic (Ex-officio)  | -Chairperson |
| b) Dean (Faculty welfare) (Ex-officio)   | -Member      |
| c) Dean (Students Affairs) (Ex-officio)  | -Member      |
| d) Concerned Head of the Department (Ex-officio)   | -Member      |
| e) Faculty (Regular) (to be nominated by the Director, SPA Bhopal for a period of two years) | -Member      |
| f) Assistant Registrar (Administration) (Ex-officio)   | -Secretary   |
6. Long leaves – The faculty (on contract) are generally discouraged from availing long leaves during the contract period. However in the case of personal emergency, such leaves may be considered by the Competent Authority based on the merit of the

case and the recommendations of the Review Committee. In such cases, the concerned faculty shall request the Competent Authority well-in advance through the Head of the respective Department and the Dean Academic.

7. Experience Certificate – Upon satisfactory completion of the contract period and upon receiving a request from the concerned faculty, experience certificate shall be issued by the Registrar. In the case of non-completion of the contract period, the concerned faculty member should have worked for atleast three months duration of the contract period in order to be considered for issuing the experience certificate. It is mandatory for the faculty member to fulfill all the mandatory requirements including the no-dues, as per the applicable institute norms.

Note:

Notwithstanding anything contained in these guidelines, the Competent Authority of the School of Planning and Architecture Bhopal shall have the power to appropriately take decisions regarding various relevant matters.

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