

HABEEB KHAN
PRESIDENT

Ref. No.CA/5/Academic/2021/Circular
March 26, 2021

1. TO ALL SECRETARIES OF HIGHER/TECHNICAL EDUCATION IN STATES/UTS OF INDIA
2. TO ALL DIRECTORS OF TECHNICAL EDUCATION IN STATES/UTS OF INDIA
3. TO ALL THE VICE-CHANCELLORS & REGISTRARS UNIVERSITIES AWARDING B.ARCH./M.ARCH. DEGREE IN THE COUNTRY
4. TO ALL THE HEADS OF ARCHITECTURAL INSTITUTIONS IMPARTING RECOGNIZED ARCHITECTURAL QUALIFICATIONS IN THE COUNTRY
5. ALL PRACTISING ARCHITECTS IN THE COUNTRY

Sub.:- Recruitment of Faculty of Architecture at Architectural institutions – Model documents to be used for Selection Committee Process – reg.

Dear Sir/Madam,

In continuation of our earlier Advisory dated 15.03.2021 issued on the above subject, the Council has prepared some model formats/documents to be used for Selection Committee Process for recruitment/promotion of faculty.

These documents are listed as under :

1. Proforma for Staff Selection to be filled at the time of interview by the Head of the Institution of Management in case the Head is an applicant at the interview. The filled proforma is to be given to nominee of the Council at the time of interview.
2. Format of Attendance Sheet of Interviews for Staff Selection to be used by the institution.
3. Format of Scrutiny Report for the various Teaching posts in Architecture.



4. Format of Minutes of Meeting (MoM) for Staff Selection Committee. The minutes are to be duly signed by the members of the Selection Committee.

After the conduct of interviews and selection process, copies of these documents should be provided to the nominee of the Council on the Selection Committee of the institution/university, who shall submit the same to office of the Council for information and records.

These documents/formats have been developed by the Council for use by the institutions and nominees of the Council in order to make the selection/recruitment process of faculty of Architecture smoother and more transparent. The universities/institutions may add any further information in addition to what is contained in these formats, as per feasibility and requirement.

In view of the above, all the institutions, universities and appointing authorities are requested to adopt these model formats for selection process of faculty of Architecture while making recruitment/promotion.

Warm Regards,

HABEEB KHAN

Encl.: as above

SCRUTINY REPORT FOR THE POST OF PRINCIPAL / DIRECTOR / HOD

Institute Code : _____ Name of Institute : _____

No. of Posts advertised : _____ No. of Posts to be filled : _____ No. of Applications received : _____ No. of Applicants eligible : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

1	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

2	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

3	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF PRINCIPAL / DIRECTOR / HOD

Institute Code : _____

Name of Institute : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

4	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.										
	Mob. No.										

5	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.										
	Mob. No.										

6	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.										
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF PROFESSOR

Institute Code : _____

Name of Institute : _____

No. of Posts advertised : _____

No. of Posts to be filled : _____

No. of Applications received : _____

No. of Applicants eligible : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

1	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

2	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

3	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF PROFESSOR

Institute Code : _____

Name of Institute : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
										Comments :	
	Resi. Add.									Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
										Comments :	
	Resi. Add.									Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
										Comments :	
	Resi. Add.									Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF ASSOCIATE PROFESSOR

Institute Code : _____

Name of Institute :

No. of Posts advertised : _____

No. of Posts to be filled : _____

No. of Applications received : _____

No. of Applicants eligible :

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

1	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
										Comments :	
	Resi. Add.			CGPA Score:					Teach. Exp. :	Eligible / Not Eligible	
									Comments :		
									Work Exp. :	Eligible / Not Eligible	
									Comments :		
									Others : _____		
	Mob. No.										

2	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.										
									Teach. Exp. :	Eligible / Not Eligible	
									Comments :		
									Work Exp. :	Eligible / Not Eligible	
									Comments :		
									Others : _____		
	Mob. No.										

3	Name :	CA/ ____ / ____	Percentage :							Qualifications :	Eligible / Not Eligible
	Resi. Add. _____									Comments :	
	_____		CGPA Score:						Teach. Exp. :	Eligible / Not Eligible	
	_____								Comments :		
	_____								Work Exp. :	Eligible / Not Eligible	
	_____								Comments :		
	_____	Others : _____									
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF ASSOCIATE PROFESSOR

Institute Code : _____

Name of Institute : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

4	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

5	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

6	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.									Comments :	
										Teach. Exp. :	Eligible / Not Eligible
										Comments :	
										Work Exp. :	Eligible / Not Eligible
										Comments :	
										Others :	
	Mob. No.										

SCRUTINY REPORT FOR THE POST OF ASSISTANT PROFESSOR

Institute Code : _____

Name of Institute :

No. of Posts advertised : _____

No. of Posts to be filled : _____

No. of Applications received : _____

No. of Applicants eligible :

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

1	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
										Comments :	
	Resi. Add.			CGPA Score:					Teach. Exp. :	Eligible / Not Eligible	
									Comments :		
									Work Exp. :	Eligible / Not Eligible	
									Comments :		
									Others : _____		
	Mob. No.										

2	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible
	Resi. Add.										
									Teach. Exp. :	Eligible / Not Eligible	
									Comments :		
									Work Exp. :	Eligible / Not Eligible	
									Comments :		
									Others : _____		
	Mob. No.										

3	Name :	CA/ ____ / ____		Percentage :						Qualifications :	Eligible / Not Eligible		
	Resi. Add. _____ _____ _____ _____ _____											Comments :	
												Teach. Exp. :	Eligible / Not Eligible
				Comments :									
				Work Exp. :	Eligible / Not Eligible								
				Comments :									
				Others : _____									
	Mob. No.												

SCRUTINY REPORT FOR THE POST OF ASSISTANT PROFESSOR

Institute Code : _____

Name of Institute : _____

Sr. No.	DETAILS OF APPLICANT	CoA Regn. No.	Details of Qualification					Teach. Experience (No. of Years)	Research/ Professional Experience (No. of Years)	Scrutiny Remarks (Eligibility wrt to MSAER, 2020 Norms)
		Validity up to	UG Degree	Percentage / CGPA	PG Degree name	Percentage / CGPA	Ph. D.			
		Date of Regn. (as per Regn. Certificate)	Year of Passing		Year of Passing		Year Ph.D. Awarded			

4	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.			CGPA Score:							
	Mob. No.										

5	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.			CGPA Score:							
	Mob. No.										

6	Name :			Percentage :						Qualifications :	Eligible / Not Eligible
		CA/ ____ / ____									
	Resi. Add.			CGPA Score:							
	Mob. No.										

PROFORMA STAFF SELECTION

(To be filled at the time of interviews by the Head of the Institution or Management in case Head of the Institution is an applicant at the interviews and given to CoA Nominee)

DETAILS OF ADVERTISEMENT	
1	Date of the advertisement published :
2	Name of Newspaper/s wherein advertisement was published :
3	No of posts published in the advertisement -
i	Principal / Director :
ii	Professor :
iii	Associate Professor :
iv	Assistant Professor :
4	Total No. of post advertised :
5	Last date of application mentioned in the advertisement for applicants :
6	CoA Letter No. and Date of Appointment of CoA Nominee :

DETAILS OF SELECTION PROCEDURE	
7	Scrutiny Report prepared on :
8	Total No. of applications received :
9	No. of eligible applications :
10	Interview Call Letters sent to all applicants on :
11	Date of Interviews :
12	Were candidates informed about Pay Scale :
13	Were non eligible candidates informed about their ineligibility and communicated accordingly :
14	Did the CoA Nominee receive the Scrutiny Report before the date of interviews :
15	Attendance sheet of the Interviews attached :

DETAILS OF SELECTION COMMITTEE MEMBERS	
16	Name of CoA Nominee :
17	CoA Registration No. of CoA Nominee :
18	Name of Head of Institute with designation (If already appointed) :
19	CoA Registration No. of Head of Institute :

SUBJECT EXPERTS FOR - PRINCIPAL / DIRECTOR		
20	Name of Subject Expert - 01	:
21	CoA Registration No. of Subject Expert - 01	:
22	Name of Subject Expert - 02	:
23	CoA Registration No. of Subject Expert - 02	:

SUBJECT EXPERTS FOR - PROFESSOR		
24	Name of Subject Expert - 01	:
25	CoA Registration No. of Subject Expert - 01	:
26	Name of Subject Expert - 02	:
27	CoA Registration No. of Subject Expert - 02	:

SUBJECT EXPERTS FOR - ASSOCIATE PROFESSOR		
28	Name of Subject Expert - 01	:
29	CoA Registration No. of Subject Expert - 01	:
30	Name of Subject Expert - 02	:
31	CoA Registration No. of Subject Expert - 02	:

SUBJECT EXPERTS FOR - ASSISTANT PROFESSOR		
32	Name of Subject Expert - 01	:
33	CoA Registration No. of Subject Expert - 01	:
34	Name of Subject Expert - 02	:
35	CoA Registration No. of Subject Expert - 02	:

NOTE :

Subject Experts can be same for all cadre or as per the directives of the local statutory bodies / affiliated University

DETAILS OF SELECTION COMMITTEE MEMBERS		
36	Name of Chairperson of the Selection Committee	:
37	Designation	:
38	CoA Registration No.	:
39	Name of Selection Committee Member - 01	:
40	Designation	:
41	CoA Registration No. (if any)	:

42	Name of Selection Committee Member - 02	:
43	Designation	:
44	CoA Registration No. (if any)	:
45	Name of Selection Committee Member - 04	:
46	Designation	:
47	CoA Registration No. (if any)	:
48	Name of Selection Committee Member - 04	:
49	Designation	:
50	CoA Registration No. (if any)	:

Seal / Stamp of Institution

Signature of Authorised Signatory : _____

Name : _____

Designation : _____

CoA Registration No. : _____

Date : _____

Place : _____

(This MoM of Staff Selection Committee is to be printed on the Letter Head in Triplicate)

MINUTES OF MEETING (MoM) FOR STAFF SELECTION COMMITTEE

A meeting of the Selection Committee as per existing Norms of Council of Architecture (CoA) to make recommendations to the Managing Committee of Institute Code & Institute Name

: _____ was held on _____,
20____ at _____ for the appointment of the
following posts:

Principal / Director -
Professor -
Associate Professor -
Assistant Professor -

Total number of Candidates reported for the interview were - _____

Attendance is appended along with this Minutes of Selection Committee Report.

The Selection Committee at its meeting held on _____ at _____

The Selection Committee adopted **Appendix - B : Staff Requirement** as mentioned in the **Council of Architecture (Minimum Standards of Architecture Education) Regulations, 2020** as per the letter received from Registrar CoA in this regard for consideration of qualifications, experience, knowledge of the subject and performance of the candidates at the time of interview, unanimously recommends to the Managing Committee of the Institute the names of the following of merit for the appointment of the post as mentioned below.

The following candidates are recommended in order of merit for the appointments are as under :

1) Post : Principal / Director / HOD

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	_____		
	CoA Regn. No. - CA / _____ / _____		
2	_____		
	CoA Regn. No. - CA / _____ / _____		
3	_____		
	CoA Regn. No. - CA / _____ / _____		

2) Post : Professor

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / ____		
2	CoA Regn. No. - CA / ____ / ____		
3	CoA Regn. No. - CA / ____ / ____		
4	CoA Regn. No. - CA / ____ / ____		

3) Post : Associate Professor

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / ____		
2	CoA Regn. No. - CA / ____ / ____		
3	CoA Regn. No. - CA / ____ / ____		
4	CoA Regn. No. - CA / ____ / ____		
5	CoA Regn. No. - CA / ____ / ____		

4) Post : Assistant Professor

Merit No.	Name of Candidate with Registration No.	Nature of Appointment (Regular / Tenure Basis for 3 Years)	Salary / Pay Scale
1	CoA Regn. No. - CA / ____ / ____		
2	CoA Regn. No. - CA / ____ / ____		
3	CoA Regn. No. - CA / ____ / ____		
4	CoA Regn. No. - CA / ____ / ____		
5	CoA Regn. No. - CA / ____ / ____		
6	CoA Regn. No. - CA / ____ / ____		

Special Recommendations, Observation & Remarks (if any) :

Staff Selection Procedure statement has been annexed along with this main report.

The following members of Selection Committee were present at the interviews and subsequently for the meeting

Sr. No.	Name of the Selection Committee (SC) Members, Designation & CoA Regn. No.	Signature of the SC Member
	CoA Nominee	
	Subject Expert - 01	
	Subject Expert - 02	

ATTENDANCE SHEET OF INTERVIEWS FOR STAFF SELECTION

Name of Institution : _____

Institute Code : _____

Date of Interviews : _____

Sr. No.	Name of Candidate	Post Applied	Interview attended in Person / Online	Signature of Candidate
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Note : Signature of Applicant not required if candidate has been interviewed on online / video conference mode.

Signature of Authorised Signatory

Name :

Seal of Institute / Trust / University

Designation :