



वास्तुकला परिषद्
Council of Architecture

वास्तुविद् अधिनियम, 1972 के अंतर्गत भारत सरकार का एक स्वायत्त संविधिक निकाय
(An Autonomous Statutory Body of Govt. of India, under the Architects Act, 1972)

HABEEB KHAN
PRESIDENT

Ref. No.CA/5/Academic/2021/Circular
March 15, 2021

**ADVISORY ON SELECTION COMMITTEE PROCESS
AND NOMINEE OF THE COUNCIL OF ARCHITECTURE**

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 – Advisory on Selection Committee Process and Nominee of the Council of Architecture.

Dear Sir/Madam,

As you are aware, the Council of Architecture has prescribed the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 2020. These Regulations, among others, prescribe the Minimum Qualifications, Pay, Experience and Structure of Core Faculty for various teaching Posts in degree level Architectural Institutions in the country and also specify the process of recruitment of faculty.

These Regulations specify that the Institution (*except for Centrally Funded Technical institutions*) is required to have a Nominee of the Council on the Interview Board or Selection Committee etc. set up for recruitment(s)/promotion(s) in respect of Architecture Teaching Faculty positions. The process of appointment of nominee on the Selection Committee has been specified in Regulation 8 (7) and is as under:

In a selection Committee as prescribed by any Institution or University for Selection Process of faculty, there shall be one Nominee of the Council, who shall act as full-fledged member of such Selection Committee constituted for the purpose of recruitment and /or promotion of faculty, except for Centrally Funded Technical institutions (CFTIs)

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The nominee of the Council will act as a full-fledged Member of the Interview Board/Selection Committee and help in scrutinizing the qualification, experience and other relevant details of the applicants for selection of suitable candidates. Recruitments or Promotions made to architecture faculty positions in the Institution without COA nominee shall not be deemed valid by the Council.

It has come to the notice of the Council that few institutions, instead of using the expertise of the nominees of the Council, use them only to verify Council registration certificate and also disallow them to opine during the process of interviews. This approach is in direct violation of the above Regulations mentioned clause and therefore, needs to be stopped henceforth.

All Nominees of the Council are hereby required to actively participate in the interview process of faculty members in terms of Regulations, 2020 not only to ensure quantity but also quality. All stakeholders are requested to strictly adhere to the referred clause.

It is also observed that many institutions use shortcut methods/circumvent/avoid or misuse the process of selection committee interview process. The Council, has therefore, decided to issue an advisory to prescribe the following Selection process for faculty of Architecture for the benefit of the institutions, faculty and other concerned:

1. Release of advertisement by institution/university in print media/social media/appropriate platform, as deem fit by the management, at least 30 days in advance of the selection process/interview. The desirous candidates should be provided a minimum period of 15 days to apply.
2. The institution shall also inform the Council of the intent of conducting the interview issued by the competent authority on its letter head and this will be uploaded on the website of the Council for wider publicity.
3. The institution shall send its request to the Council for appointing a Nominee on the Selection Committee/Interview Board at least 15 days in advance of the date of interview.
4. All applications received shall be scrutinized by the institution/university as per Regulations, 2020 or respective Norms of the institutions, whichever is higher and shortlisted candidates be informed. The non-qualifying candidates should be informed the cause of their non-acceptance.
5. The details of shortlisted candidates (cadre wise) should be shared with the Council nominee in proper format at least 3 days in advance before the selection process/interview. This format shall necessarily consist of Name, Address, COA number and valid date, qualifications with percentage marks/CGPA, experience as per MSAER 2020, remarks if any, Pay-scale of respective cadre, nature of appointment (regular/tenure based) and any other information that deems fit to be shared.
6. The selection committee apart from the nominee of the Council shall consist of essentially managements or their representative, head of the institution, at least two subject experts and other mandatory members as per affiliating university. The composition of the committee shall be such that the majority members of the interview panel are architects.
7. Every candidate called for interview shall be informed 7 days ahead of the scheduled date of interview and shall be asked to present a short presentation of themselves. This is to ensure a focused discussion in the interviews. The duration of the presentation may be 5-10 minutes.
8. An attendance sheet shall be maintained which shall be signed at least by the head of the institution and nominee of the Council. This shall be enclosed along with the report.
9. After the interviews details of selected candidates shall be entered into a report which shall essentially consist of Name and designation of the interview panel members, their signatures, candidate names with COA registration number and contact details with date of selection.
10. Selected candidates shall be informed of the pay scale or remuneration and their consent taken in front of the Council nominee. This shall be mentioned in the report.

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11. There is a possibility that interviews may be conducted totally online or in a hybrid mode involving online and physical presence. Both are acceptable to the Council. However, in case of the online or hybrid mode, a complete recording of the interview shall be shared with the Council nominee who shall forward the same along with his/her report to the Council.
12. The Council nominee shall submit a report, independently of the knowledge of the institute, and this report shall essentially consist of process of interviews, following of this advisory, attendance sheet, shortlisted candidates details, selected candidates details with signatures of the panel, recording of online proceedings, assessment of existing faculty numbers vis-a-vis faculty being appointed, special remarks if any and an objective assessment of the entire process to ensure improvement in quality of academics.
13. The above-mentioned process outlines the minimum requirement. The institutions may adopt more stringent and transparent process as per feasibility. However, decision of the Council nominee as to the correctness and transparency of the process shall be final.

It is hoped that the above advisory will prove to be a useful guideline to be followed and to help us in our quest to improve standards of architectural education in the country.

In view of the above, you are requested to kindly ensure that the advisory issued by the Council is adhered to by all institutions, universities and competent authorities in the country while making appointment of the faculty of Architecture.

Warm Regards,

HABEEB KHAN