



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



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अधिष्ठाता कार्यालय
संकाय कार्य

Office of the Dean
Faculty Affairs

Ref No. IIT (BHU)/FA/DFAC/

Date: 10.12.2018

**All the Heads of the Departments
All the Coordinators of the Schools
IIT (BHU) Varanasi**

Sub: Departmental Faculty Affairs Committee (DFAC).

Sir (s),

I am directed to convey the following regarding Departmental Faculty Affairs Committee (DFAC) duly approved by the Chairman, BoG vide order dated 08.12.2018:

(A) New composition of DFAC will be as under:

- | | | |
|--|---|----------|
| (i) Head of the Department/Coordinator of the School | - | Chairman |
| (ii) Three Professors | - | Member |
| (iii) Two Associate Professors* | - | Member |

*During faculty recruitment process Associate Professor members of DFAC will participate in screening of applications for the post of Assistant Professor only.

The Director may nominate a member from outside the Institute of respective area/field, in the DFAC of a Department/School, as per need on recommendation of the Dean (Faculty Affairs).

(B) The Departments/Schools not having sufficient number of Professors and/or Associate Professors to constitute six members DFAC, shall propose names to the Dean (Faculty Affairs) for nominating Professor(s) and/or Associate Professor(s) respectively from sister Department/School.

(C) The DFAC will be reconstituted every year on the 1st January and the terms of each member except Chairman will be of two years. Further, the DFAC may be reconstituted in mid year due to change in Headship/Coordinatorship and/or retirement/death/resignation/deputation/long leave etc. of any member (s). The tenure of members inducted in the DFAC in mid year due to any reason will count from 1st January of next year.

While constituting new DFAC first time as per the revised composition, the period spent as DFAC membership by Professors/ Associate Professors will be taken into account.

(D) On 31st December of every year list of Professors and Associate Professors in the Department/School will be prepared with the names arranged according to the number of years in decreasing order that a person has not been in DFAC continuously. In case there is more than one Professor and Associate Professor in the Department/School, as the case may be, who have not been continuously in DFAC for the same number of years then their names should be arranged according to the date of joining as Professor and Associate Professor respectively. Accordingly, new members will be included in the DFAC from the top of the aforementioned list.

2. Further, the DFAC will process and recommend the following matters:

- (i) Recruitment of faculty members
- (ii) Appointment of faculty members other than regular
- (iii) Appointment of DST Inspire Faculty, Ramanujan Fellow, Ramalinga Fellow etc.
- (iv) Confirmation of Services of faculty members
- (v) Placement of Assistant Professors (Grade-II) to Assistant Professor (Grade-I)
- (v) Placement of Assistant Professors from Pay Level-12 to Pay Level-13A1
- (vi) Grant of Level-15 (HAG Scale pre revised) to Professors
- (vii) Any kind of leave of faculty members exceeding 30 days
- (viii) Deputation of faculty members
- (ix) Resignation of faculty members
- (x) Any establishment related matters of faculty members

3. I am also directed to convey that this letter will supersede all notices/notifications issued earlier on the subject matter.

Yours faithfully,

Assistant Registrar (Faculty Affairs)

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Copy forwarded to the following for information & necessary action:-

1. All Deans
2. The Chairman, Chairman, Web Management & Email Services Committee--- with the request to arrange to upload on **intranet** under DoFA page.
3. The Joint Registrar (Admin)
4. PS to the Director
5. PA to the Registrar
6. Assistant Registrar (Faculty Affairs)

Assistant Registrar (Faculty Affairs)