विश्वभारती
VISVA-BHARATI

NOTIFICATION FOR CAS APPLICATION AS PER UGC REGULATIONS -2018.

Faculty members / Library Cadres who wish to be considered for promotion under Career Advancement Scheme(CAS) of UGC are invited to apply to the Head of the concerned Department / Centre or University Librarian stating that he / she fulfills all qualfiications and criteria under CAS along with the duly filled in prescribed proforma of Performance Based Appraisal System (PBAS). It may be noted that as per UGC Gazette Notification 2018, faculty members / library cadres have to apply as per the "UGC Regulation on minimum Qualification for Appointment of Teachers and other Academic Staff in Univerties and Colleges and Measures for the Maintenance of Standards in Higher Education 2018" only. The proforma for the application has been uploaded in the University Website.

Requirement of minimum eligibility and / or score for promotion to any stage / academic level shall be applicable as per "UGC Regulation on Minimum Qualification for appointment of Teacher and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2018" (Attached with the advertisement). Candidates are requested to read the rules carefully before filling up the form. Candidates who do not fulfill the minimum eligibility and /or score requirements (as per the UGC Regulation-2018) on the due date may apply later upon fulfillment of the requirements. Candidates who do not succeed in the first assessment will be reassessed only after a period of one year.

In case of CAS promotion, following selection procedure would be followed:

1) From a lower grade to higher grade (Upto Selection Grade / Academic Level 12) of Assistant Professor /Assistant Librarian shall be decided by a Screening-cum-Evaluation Committee.
2) From a lower grade to higher grade of Associate Professor /Deputy Librarian (Academic Level 13A) and subsequently to grades of Professor /Deputy Librarian(Academic Level 14) shall be decided by respective Selection Committee adhering to the criteria laid down for API/Academic and Research Score in PBAS.

Candidates must submit appropriate evidence in support of eligbility requirements and items wherever scores are claimed. They must also submit a printout of the first page of the publication (first page showing ISBN number in case of book and ISSN number in case of journal with proof of inclusion in peer-reviewed journals or UGC-listed journals as a proof of publication of research paper / other than research papers). In case of claim for augmentation of score for publication having impact factor, the same will be considered only

कुलसचिव (कार्यवाहक)
विश्वभारती
Registrar (Acting)
Visva-Bharati

as per Thomson Reuters List as clearly mentioned in the UGC Regulation 2018. The documents to be enclosed as proof of impact factor. The documents of administrative approval in regard to Orientation Course / Refresher Courses, etc to be provided by the applicants with the application forms.

Furthermore, 3(three) sets of printout of 3(Three) significant research publications during the assessment period shall be required to be submitte d by the candidate in a separate cover (for expert evaluation) for consideration of promotion from Assistant Professor to Associate Professor. Similarly, 3(three) sets of reprints of 3(three) significant research publications during assessment period shall be required to be submitted separately by the candidate applying for the grade of Professor, provided that such publication has been published within the assessment period. Candidates may also be required to submit the soft copies of the same publication prior to interview.

Candidates are required to submit the application with dully filled PBAS proforma and supporting documents to the respective Head of the Department / In-Charge of the Centre/Librarian on or before **14th July, 2023**. The concerned Head of the Department / In-Charge /Librarian shall forward the application after due verification and certification of scores in Table 1 & 2 (**Appendix II**) of UGC Regulations-2018, to the Principal of the concerned Bhavana.

An intimation letter on successful submission of application form may be sent to the Deputy Registrar (Establishment), Visva-Bharati.

14/06/2023

No.Estab/E-I/CAS/2023-2024
Date:14/06/2023

Registrar(Acting)
Visva-Bharati

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विश्वभारती
Registrar (Acting)
Visva-Bharati

Copy forwarded for information and necessary action :

01. All Directors/Adhayakshas of Bhavana
02. All Heads of the Departments /Incahrge of the Centres
03. Chairman / Director, IQAC
04. Joint Registrar and C.S. to Upacharya
05. Deputy Registrar (Establishment)
06. Assistant Registrar(Recruitment)/Assistant Registrar (Meeting)
07. Incharge, Computer Centre-With a request to upload in the University Website
08. Incharge, Hindi Cell-With a request to translate it into Hindi and arrange to upload in the University Website.
09. P.A to Registrar
10. CAS File

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

New Delhi, the 18th July, 2018

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

No. F.1-2/2017(EC/PS).—In exercise of the powers conferred under clause (e) and (g) of sub-section(I) of Section 26 read with Section 14 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the "UGC Regulations on Minimum qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010" (Regulation No.F.3-1/2009 dated 30th June, 2010) together with all amendments made therein from time to time, the University Grants Commission, hereby, frames the following Regulations, namely:-

1. Short title, application and commencement:

1.1 These Regulations may be called the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

1.2 These shall apply to every University established or incorporated by or under a Central Act, Provincial Act or a State Act, every Institution including a Constituent or an affiliated College recognized by the Commission, in consultation with the University concerned under Clause (i) of Section 2 of the University Grants Commission Act, 1956 and every Institution deemed to be a University under Section 3 of the said Act.

1.3 These shall come into force from the date of notification.

2. The Minimum Qualifications for appointment and other service conditions of University and College teachers, Librarians, and Directors of Physical Education and Sports as a measure for the maintenance of standards in higher education, shall be as provided in the Annexure to these Regulations.

3. If any University contravenes the provisions of these Regulations, the Commission after taking into consideration the cause, if any, shown by the University for such failure or contravention, may withhold from the University, the grants proposed to be made out of the Fund of the Commission.

UGC REGULATIONS ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN UNIVERSITIES AND COLLEGES AND OTHER MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION, 2018

Minimum qualifications for the posts of Senior Professor, Professors and Teachers, and other Academic Staff in Universities and Colleges and revision of pay scales and other Service Conditions pertaining to such posts.

1.0 Coverage

These Regulations are issued for minimum qualifications for appointment and other service conditions of University and College teachers and cadres of Librarians, Directors of Physical Education and Sports for maintenance of standards in higher education and revision of pay-scales.

1.1 For the purposes of direct recruitment to teaching posts in disciplines relating to university and collegiate education, interalia in the fields of health, medicine, special education, agriculture, veterinary and allied fields, technical education, teacher education, norms or standards laid down by authorities established by the relevant Act of Parliament under article 246 of the Constitution for the purpose of co-ordination and determination of standards in institutions for higher education or research and scientific and technical institutions, shall prevail

i. Provided that where no such norms and standards have been laid down by any regulatory authority, UGC Regulations herein shall be applicable till such time as any norms or standards are prescribed by the appropriate regulatory authority.

ii. Provided further that for appointment to the post of Assistant Professor and equivalent positions pertaining to disciplines in which the National Eligibility Test (NET), conducted by the University Grants Commission or Council of Scientific and Industrial Research as the case may be, or State level

Eligibility Test (SLET) or the State Eligibility Test (SET),conducted by bodies accredited by the UGC for the said purpose, qualifying in NET/SLET/SET shall be an additional requirement.

1.2 Every university or institution deemed to be University, as the case may be, shall as soon as may be, but not later than within six months of the coming into force of these Regulations, take effective steps for the amendment of the statutes, ordinances or other statutory provisions governing it, so as to bring the same in accordance with these Regulations.

2.0 Pay Scales, Pay Fixation, and Age of Superannuation

Pay scales as notified by the Government of India from time to time will be adopted by the University Grants Commission.

2.1 Subject to the availability of vacant positions and fitness, teachers such as Assistant Professor, Associate Professor, Professor and Senior Professor only, may be re-employed on contract appointment beyond the age of superannuation, as applicable to the concerned University, college and Institution, up to the age of seventy years.

Provided further that all such re-employment shall be strictly in accordance with the guidelines prescribed by the UGC, from time to time.

2.2 The date of implementation of the revision of pay shall be 1st January, 2016.

3.0 Recruitment and Qualifications

3.1 The direct recruitment to the posts of Assistant Professor, Associate Professor and Professor in the Universities and Colleges, and Senior Professor in the Universities, shall be on the basis of merit through an all-India advertisement, followed by selection by a duly-constituted Selection Committee as per the provisions made under these Regulations. These provisions shall be incorporated in the Statutes/Ordinances of the university concerned. The composition of such a committee shall be as specified in these Regulations.

3.2 The minimum qualifications required for the post of Assistant Professor, Associate Professor, Professor, Senior Professor, Principal, Assistant Librarian, Deputy Librarian, Librarian, Assistant Director of Physical Education and Sports, Deputy Director of Physical Education and Sports and Director of Physical Education and Sports, shall be as specified by the UGC in these Regulations.

3.3

I. The National Eligibility Test (NET) or an accredited test (State Level Eligibility Test SLET/SET) shall remain the minimum eligibility for appointment of Assistant Professor and equivalent positions wherever provided in these Regulations. Further, SLET/SET shall be valid as the minimum eligibility for direct recruitment to Universities/Colleges/Institutions in the respective state only:

Provided that candidates who have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulation, 2009, or the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulation,2016, and their subsequent amendments from time to time, as the case may be, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or any equivalent position in any University, College or Institution.

Provided further that the award of degree to candidates registered for the M.Phil/Ph.D.programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree. All such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:

a) The Ph.D. degree of the candidate has been awarded in regular mode only;

b) The Ph.D. thesis has been awarded by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers, based on his/her Ph.D. work in conferences/seminars sponsored/funded/supported by the UGC/ ICSSR/CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

II. The clearing of NET/SLET/SET shall not be required for candidates in such disciplines for which NET/SLET/SET has not been conducted.

3.4 A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the Master's level shall be the essential qualification for direct recruitment of teachers and other equivalent cadres at any level.

I. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

3.5. A relaxation of 5% shall be provided, (from 55% to 50% of the marks) to the Ph.D. Degree holders who have obtained their Master's Degree prior to19 September, 1991.

3.6 A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognized university, at the Master's level shall also be considered valid.

3.7 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Professor.

3.8 The Ph.D. Degree shall be a mandatory qualification for appointment and promotion to the post of Associate Professor.

3.9 The Ph.D. Degree shall be a mandatory qualification for promotion to the post of Assistant Professor (Selection Grade/Academic Level 12) in Universities.

3.10 The Ph.D. Degree shall be a mandatory qualification for direct recruitment to the post of Assistant Professor in Universities with effect from 01.07.2021.

3.11 The time taken by candidates to acquire M.Phil. and / or Ph.D. Degree shall not be considered as teaching/ research experience to be claimed for appointment to the teaching positions. Further the period of active service spent on pursuing Research Degree simultaneously with teaching assignment without taking any kind of leave, shall be counted as teaching experience for the purpose of direct recruitment/ promotion. Regular faculty members upto twenty per cent of the total faculty strength (excluding faculty on medical / maternity leave) shall be allowed by their respective institutions to take study leave for pursuing Ph.D. degree.

3.12 Qualifications:

No person shall be appointed to the post of University and College teacher, Librarian or Director of Physical Education and Sports, in any university or in any of institutions including constituent or affiliated colleges recognised under clause (f) of Section 2 of the University Grants commission Act, 1956 or in an institution deemed to be a University under Section 3 of the said Act if such person does not fulfil the requirements as to the qualifications for the appropriate post as provided in the Schedule 1 of these Regulations.

4.0 Direct Recruitment

4.1 For the Disciplines of Arts, Commerce, Humanities, Education, Law, Social Sciences, Sciences, Languages, Library Science, Physical Education, and Journalism & Mass Communication.

I. Assistant Professor:

Eligibility (A or B) :

A.

i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions :-

a) The Ph.D. degree of the candidate has been awarded in a regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

Note:The Academic score as specified in Appendix II (Table 3A) for Universities, and Appendix II (Table 3B) for Colleges, shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

II. Associate Professor:

Eligibility:

i) A good academic record, with a Ph.D. Degree in the concerned/allied/relevant disciplines.

ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

iii) A minimum of eight years of experience of teaching and / or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer-reviewed or UGC-listed journals and a total research score of Seventy five (75) as per the criteria given in Appendix II, Table 2.

III. Professor:

Eligibility (A or B) :

A.

i) An eminent scholar having a Ph.D. degree in the concerned/allied/relevant discipline, and published work of high quality, actively engaged in research with evidence of published work with, a minimum of 10 research publications in the peer-reviewed or UGC-listed journals and a total research score of 120 as per the criteria given in Appendix II, Table 2.

ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and / or research experience at equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidate.

OR

B. An outstanding professional, having a Ph.D. degree in the relevant/allied/applied disciplines, from any academic institutions (not included in A above) / industry, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, supported by documentary evidence provided he/she has ten years' experience.

IV. Senior Professor in Universities

Up to 10 percent of the existing sanctioned strength of Professors in the university may be appointed as Senior Professor in the universities, through direct recruitment.

Eligibility:

i) An eminent scholar with good track record of high-quality research publications in Peer-reviewed or UGC-listed journals, significant research contribution to the discipline, and engaged in research supervision.

ii) A minimum of ten years of teaching/research experience as Professor or an equivalent grade in a University, College or an institute of national level.

iii) The selection shall be based on academic achievements, favourable review from three eminent subject experts who are not less than the rank of Senior Professor or a Professor of at least ten years experience.

iv) The selection shall be based on ten best publications in the Peer-reviewed or UGC -listed journals and award of Ph.D degrees to at least two candidates under his/her supervision during the last 10 years and interaction with the Selection Committee constituted as per the UGC Regulations.

V. College Principal and Professor (Professor's Grade)

A. Eligibility:

(i) Ph.D. degree

(ii) Professor/Associate Professor with a total service/ experience of at least fifteen years of teaching/research in Universities, Colleges and other institutions of higher education.

(iii) A minimum of 10 research publications in peer-reviewed or UGC-listed journals.

(iv) A minimum of 110 Research Score as per Appendix II,Table 2

B. Tenure

i) A College Principal shall be appointed for a period of five years, extendable for another term of five years on the basis of performance assessment by a Committee appointed by the University, constituted as per these regulations.

ii) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organization with the designation as Professor and in the grade of the Professor.

VI. Vice Principal

An existing senior faculty member may be designated as Vice-Principal by the Governing Body of the College on the recommendation of the Principal, for a tenure of two years, who can be assigned specific activities, in addition to his/her existing responsibilities. During the absence of the Principal, for any reason, the Vice Principal shall exercise the powers of the Principal.

4.2. Music, Performing Arts, Visual Arts and Other Traditional Indian Art Forms like Sculpture, etc.

I. Assistant Professor:

Eligibility (A or B):

A.

i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges /Institutions subject to the fulfilment of the following conditions:

a) Ph.D. degree has been awarded to the candidate in a regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate had been conducted;

d) candidate has published two research papers from his/her Ph.D. work, out of which, at least one is in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/sponsored by the UGC/AICTE/ICSSR or any other similar agency.

Note 1: The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affair) of the University concerned.

Note 2: The clearance of NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC (like SLET/SET).

OR

B. A traditional or a professional artist with highly commendable professional achievement in the subject concerned having a Bachelor's degree, who has:

i) studied under a noted/reputed traditional Master(s)/Artist(s)

ii) Has been 'A' grade artist of AIR/Doordarshan;

iii) Has the ability to explain, with logical reasoning the subject concerned; and

iv) Has adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor :

Eligibility (A or B):

A.

i) Good academic record, with a doctoral degree.

ii) Performing ability of a high professional standard.

iii) Eight year's experience of teaching in a University or College and / or of research in a University/national level institution, equal to that of Assistant Professor in a University/College.

iv) Has made a significant contribution to knowledge in the subject concerned, as evidenced by quality publications.

OR

B. A traditional or a professional artist with highly-commendable professional achievement having Master's degree in the subject concerned, who has:

i) been 'A'-grade artist of AIR/Doordarshan;

ii) eight years' experience of outstanding performing achievement in the

field of specialisation;

iii) experience in designing of new courses and /or curricula;

iv) participated in National level Seminars/Conferences/Concerts in reputed institutions' and

v) ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor :

Eligibility (A or B):

A.

i) An eminent scholar having a doctoral degree

ii) Have been actively engaged in research with at least ten years of experience in teaching in University/College and / or research at the University/National level institutions

iii) Minimum of 6 research publications in the peer-reviewed or UGC-listed journals,

iv) Has a total research score of 120, as per Appendix II,Table 2.

OR

B. A traditional or a professional artist, with highly-commendable professional achievement, in the subject concerned,

i) Having Masters degree, in the relevant subject

ii) Has been 'A'-grade artist of AIR/Doordarshan

iii) Has Ten years of outstanding performing achievements in the field of specialisation

iv) Has made significant contributions in the field of specialisations and ability to guide research;

v) Has participated in National/International Seminars/Conferences/ Workshops/Concerts and/ or recipient of National/International Awards/Fellowships;

vi) Has the ability to explain with logical reasoning the subject concerned, and

vii) Has adequate knowledge to teach theory with illustrations in the said discipline.

4.3 Drama Discipline:

I. Assistant Professor

Eligibility (A or B)

A.

i) Master's Degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in the relevant subject or an equivalent degree from an Indian/foreign University.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009, or 2016, and their amendments from time to time as the case may be.

Provided further, candidates registered for the Ph.D. programme, prior to July 11,2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) An open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;

e) The candidate has presented at least two research papers based on his/her Ph.D. work in conferences/seminars supported/funded/ sponsored by the UGC/CSIR/ICSSR or any other similar agency.

Note:

1. *The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

2. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which the NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B. A traditional or a professional artist with highly commendable professional achievement in the concerned subject, who has:

i) been a professional artist with three years' Bachelor degree/Post Graduate Diploma, with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from the National School of Drama, or any other such Institution in India or abroad;

ii) five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence; and

iii) the ability to explain, with logical reasoning, the subject concerned and adequate knowledge to teach theory with illustrations in the discipline concerned.

II. Associate Professor:

Eligibility (A or B) :

A.

i) A good academic record, having a Ph.D degree with performing ability of high professional standard as certified by an Expert Committee constituted by the University concerned for the said purpose.

ii) Eight years experience of teaching in a University/College and/ or research in a University/national-level institutions equal to that of Assistant Professor in a University/College.

iii) A significant contribution to knowledge in the subject concerned, as evidenced by the quality publications.

OR

B. A traditional or a professional artist, having highly commendable professional achievement in the subject concerned, has a Master's degree, who has:

i) Been recognised artist of Stage/ Radio/TV;

ii) Eight years of outstanding performance in the field of specialisation;

iii) Experience of designing new courses and /or curricula;

iv) Participated in Seminars/Conferences in reputed institutions; and

v) The ability to explain with logical reasoning the subject concerned and adequate knowledge to teach theory with illustrations in the said discipline.

III. Professor

Eligibility (A or B) :

A. An eminent scholar, having a doctoral degree, actively engaged in research with ten years of experience in teaching and /or research at a University/National-level institution, including experience of guiding research at the doctoral level, with outstanding performing achievement in the field of specialisation, with a minimum of 6 research publications in the peer-reviewed or UGC listed journals, and a total research score of 120, as per Appendix II, Table 2.

OR

B. A traditional and a professional artist, having highly commendable professional achievement in the subject concerned, who has:

i) Master's degree, in the relevant subject;:

ii) Ten years of outstanding performing achievements in the field of specialisation;

iii) Made significant contribution in the field of specialisation

iv) Guided research;

v) Participated in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships;

vi) Ability to explain with logical reasoning the subject concerned;

vii) Adequate knowledge to teach theory, with illustrations in the said discipline.

4.4 Yoga Discipline

I. Assistant Professor :

Eligibility (A or B) :

A. Good academic record, with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) at the Master's degree in Yoga or any other relevant subject, or an equivalent degree from an Indian/foreign University.

Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or a similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time.

OR

B. A Master's degree in any discipline with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) and a Ph.D. Degree in Yoga* in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.

*Note: Considering the paucity of teachers in the newly-emerging field of Yoga, this alternative has been provided and shall be valid only for five years from the date of notification of these Regulations

II. ASSOCIATE PROPFESSOR

i) A good academic record, with a Ph.D. degree in the subject concerned or in a relevant discipline.

ii) A Master's degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).

iii) A minimum of eight years' experience of teaching and/ or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institutions/Industry with evidence of published work and a minimum of 7 publications as books and / or research/policy papers in peer-reviewed or UGC listed journals and a total research score of at least Seventy five (75), as per the criteria given in Appendix II,Table 2.

III. PROFESSOR

Eligibility (A or B) :

A.

i) An eminent scholar with Ph. D. degree in the subject concerned or in an allied/relevant subject and published work of high quality, actively engaged in research with evidence of published work, with a minimum of 10 publications as books and/ or research/policy papers in the peer-reviewed or UGC listed journals and a total research score of at least 120 as per the criteria given in Appendix II,Table 2.

ii) A minimum of ten years of teaching experience in a University/College and / or experience in research at the university/National level institution/Industries, with evidence of having successfully guided doctoral candidate.

Or

B. An outstanding professional, with established reputation in the relevant field, who has made significant contribution to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

4.5 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF OCCUPATIONAL THERAPY TEACHERS

I. ASSISTANT PROFESSOR:

A Bachelor's Degree in Occupational Therapy (B.O.T./B. Th.O./B.O.Th.), Masters in Occupational Therapy (M.O.Th/M.Th.O./ M.Sc. O.T/M.OT.), with at least 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed), from a recognised University

II. ASSOCIATE PROFESSOR:

i) Essential : A Master's Degree in Occupational Therapy (M.O.T./M.O.Th./M.Sc. O.T.), with eight years' experience as Assistant Professor.

ii) Desirable: Higher Qualification, including a Ph. D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer-reviewed or UGC- listed journals.

III. PROFESSOR:

i) Essential : Master's Degree in Occupational Therapy (M.O.T./ M.O.Th./M.Th.O./M.Sc. O.T.), with Ten years of total experience in Occupational Therapy.

ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of occupational therapy recognised by the UGC, and published work of high standard in peer- reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Occupational Therapy (M.O.T./M.Th.O./M.Oth./M.Sc. O.T.), with fifteen years' experience, which shall include five years' experience as Professor (Occupational Therapy).

Note:

(i) The senior-most Professor in the institution shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification, like a Ph. D. degree in any discipline of occupational therapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.6 QUALIFICATIONS, EXPERIENCE AND OTHER ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF PHYSIOTHERAPY TEACHERS

I. ASSISTANT PROFESSOR:

Bachelor's Degree in Physiotherapy (B.P./T./B. Th./P./B.P.Th.),Master's Degree in Physiotherapy (M.&P.Th/M.Th.P./M.Sc. P.T/M.P.T.) with at least 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) from a recognized University.

II. ASSOCIATE PROFESSOR:

i) Essential: A Master's Degree in Physiotherapy (M.P.T./M.P.Th./M.Th.P/M.Sc. P.T.) with eight years' experience as Assistant Professor.

ii) Desirable: Higher Qualification, such as Ph.D. degree in any discipline of Physiotherapy recognised by the U.G.C, and published work of high standard in peer-reviewed or UGC - listed journals.

III. PROFESSOR:

Essential: Master's Degree in Physiotherapy (M.P.T. / M.P.Th./M.Th.P./M.Sc. P.T.), with ten years experience.

Desirable:

(i) Higher Qualification like Ph. D. in any subject of Physiotherapy recognised by U.G.C, and

(ii) Published work of high standard in peer -reviewed or UGC- listed journals.

IV. PRINCIPAL / DIRECTOR / DEAN:

Essential: Master's Degree in Physiotherapy (M.P.T./M.Th.P./M.Pth./M.Sc. P.T.) with fifteen years total experience, including five years experience as Professor (Physiotherapy).

Note:

(i) Senior-most Professor shall be designated as the Principal / Director / Dean.

(ii) Desirable: Higher qualification like Ph.D. in any subject of Physiotherapy recognized by the UGC and published work of high standard in peer reviewed or UGC listed journals.

4.7 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF UNIVESRITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN, UNIVERSITY DEPUTY LIBRARIAN AND UNIVERSITY LIBRARIAN

I. UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)

ii) A consistently good academic record, with knowledge of computerization of a library.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in the regular mode

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

(i) The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

II. UNIVERSITY DEPUTY LIBRARIAN

i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point –scale, wherever grading system is followed.

ii) Eight years experience as an Assistant University Librarian/College Librarian.

iii) Evidence of innovative library services including integration of ICT in library.

iv) A Ph.D. Degree in library science/ Information science / Documentation Science/Archives and manuscript keeping/computerization of library.

III.UNIVERSITY LIBRARIAN

i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point -scale wherever the grading system is followed.

ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.

iii) Evidence of innovative library services, including the integration of ICT in a library.

iv) A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

4.8 MINIMUM QUALIFICATIONS FOR THE POSTS OF ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND DIRECTOR OF PHYSICAL EDUCATION AND SPORTS (DPES)

I. University Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports

Eligibility (A or B) :

A.

i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed)

ii) Record of having represented the university / college at the inter-university /inter-collegiate competitions or the State and/ or national championships.

iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET), conducted by the UGC or CSIR, or a similar test accredited by the UGC, like SLET/SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time, as the case may be:

Provided that, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/ Bye-laws/Regulations of the Institutions awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions, subject to the fulfillment of the following conditions:-

a) The Ph.D. degree of the candidate has been awarded in regular mode;

b) The Ph.D. thesis has been evaluated by at least two external examiners;

c) Open Ph.D. viva voce of the candidate has been conducted;

d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;

e) The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: *The fulfilment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

iv. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

v. Passed the physical fitness test conducted in accordance with these Regulations.

OR

B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

II. University Deputy Director of Physical Education and Sports

Eligibility (A or B) :

A.

i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science. Candidates from outside the university system, in addition, shall also possess at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level by the university concerned.

ii) Eight years experience as University Assistant DPES/College DPES.

iii) Evidence of organizing competitions and conducting coaching camps of at least two weeks duration.

iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

v) Passed the physical fitness test in accordance with these Regulations.

OR

B. An Olympic games/ world cup/ world Championship medal winner who has a degree at least at the Post-Graduation Level.

III. University Director of Physical Education and Sports

i) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

ii) Experience of at least ten years in Physical Education and Sports as University Assistant/Deputy DPES or ten years as College DPES or teaching for ten years in Physical Education and Sports or Sports Science as Assistant/Associate Professor.

iii) Evidence of organising competitions and coaching camps of at least two weeks' duration.

iv) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

IV. Physical Fitness Test Norms

(a) Subject to the provisions of these Regulations, all candidates who are required to undertake the physical fitness test are required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.

(b) On the production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

NORMS FOR MEN			
12 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1800 metres	1500 metres	1200 metres	800 metres

NORMS FOR WOMEN			
8 MINUTES RUN/WALK TEST			
Upto 30 Years	Upto 40 Years	Upto 45 Years	Upto 50 Years
1000 metres	800 metres	600 metres	400 metres

5.0 CONSTITUTION OF SELECTION COMMITTEES AND GUIDELINESS ON SELECTION PROCEDURE:

5.1 Selection Committee Composition

I. Assistant Professor in the University:

(a) The Selection Committee for the post of Assistant Professor in the University shall consist of the following persons :

i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject concerned nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the Faculty concerned, wherever applicable.

v) Head/Chairperson of the Department/School concerned.

vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor, if any of the candidates from any of these categories is an applicant and if any of the above members of the selection committee does not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

II. Associate Professor in the University

(a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

i) The Vice Chancellor or his/her nominee, who has at least ten years of experience as Professor, shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned nominated by the Vice-Chancellor, out of the panel of names approved by the relevant statutory body of the university.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum

III. Professor in the University

(a) The Selection Committee for the post of Professor in the University shall consist of the following persons :

i) Vice-Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Professor to be nominated by the Visitor/Chancellor, wherever applicable.

iii) Three experts in the subject/field concerned to be nominated by the Vice- Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.

iv) Dean of the faculty, wherever applicable.

v) Head/Chairperson of the Department/School.

vi) An academician belonging to the SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of the candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) At least four members, including two outside subject experts, shall constitute the quorum.

IV. Senior Professor

(a) The Selection Committee for the post of Senior Professor in the University shall consist of the following persons:

i) Vice Chancellor who shall be the Chairperson of the Committee.

ii) An academician not below the rank of Senior Professor/Professor with minimum ten years experience who is the nominee of the Visitor/Chancellor, wherever applicable.

iii) Three experts not below the rank of a Senior Professor/Professor with a minimum of ten years' experience in the subject/field concerned nominated by the Vice-Chancellor out of the panel of names approved by the relevant statutory body of the university.

iv) Dean (not below the rank of Senior Professor/Professor with minimum ten years experience) of the faculty, wherever applicable.

v) Head/Chairperson (not below the rank of Senior Professor/Professor with minimum ten years experience) or Senior-most Professor (not below the rank of Senior Professor/Professor, with a minimum of ten years' experience) of the Department/School.

vi) An academician (not below the rank of a Senior Professor/Professor with minimum ten years experience) representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

(b) Four members, including two outside subject experts, shall constitute the quorum.

V. Assistant Professor in Colleges, including Private and Constituent Colleges:

(a) The Selection Committee for the post of Assistant Professor in Colleges, including Private and constituent Colleges shall consist of the following persons:

i) Chairperson of the Governing Body of the college or his/her nominee from amongst the members of the Governing body, who shall be the Chairperson of the Committee.

ii) The Principal of the College.

iii) Head of the Department/Teacher-incharge of the subject concerned in the College.

iv) Two nominees of the Vice-Chancellor of the affiliating university, of whom one should be a subject-expert. In case of colleges notified/declared as a minority educational institution, two nominees of the Chairperson of the college from out of a panel of five names, preferably from the minority community, recommended by the Vice-Chancellor of the affiliating university, from the list of experts suggested by the relevant statutory body of the college, of whom one should be a subject-expert.

v) Two subject-experts not connected with the college who shall be nominated by the Chairperson of the College governing body out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the Governing Body of the College out of the panel of five names, preferably from the minority communities, recommended by the Vice-Chancellor from the list of subject experts approved by the relevant statutory body of the College.

vi) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to any of these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) Five members, including two outside subject experts, shall constitute the quorum.

VI. Associate Professor in Colleges, including Private and Constituent Colleges

(a) The Selection Committee for the post of Associate Professor in Colleges including Private and Constituent Colleges, shall consist of the following persons:

i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

ii) The Principal of the College.

iii) The Head of the Department / Teacher-In charge of the concerned subject from the college.

iv) Two University representatives nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority educational institutions, two nominees of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

vi) An academician belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

VII. Professor in Colleges, including Private and Constituent Colleges

(a) The Selection Committee for the post of Professor in Colleges including Private and Constituent Colleges shall consist of the following persons:

i) The Chairperson of the Governing Body or his/her nominee, from amongst the members of the Governing body, who shall be the Chairperson of the Selection Committee.

ii) The Principal of the College.

iii) The Head of the Department / Teacher-In charge of the concerned subject from the college not below the rank of Professor.

iv) Two University representatives not below the rank of Professor nominated by the Vice-Chancellor, one of whom shall be the Dean of College Development Council or equivalent position in the University, and the other must be expert in the concerned subject. In case of Colleges notified/declared as minority

educational institutions, two nominees, not below the rank of Professor, of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university from the list of experts suggested by the relevant statutory body of the college of whom one should be a subject expert.

v) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational Institutions, two subject experts not connected with the University nominated by the Chairperson of the College Governing Body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

vi) An academician not below the rank of Professor belonging to the SC/ST/OBC/ Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

(b) The quorum for the meeting shall be five, including two subject experts.

VIII. College Principal and Professor

A. Selection Committee

(a) The Selection Committee for the post of College Principal and Professor shall have the following composition:

i) Chairperson of the Governing Body to be the Chairperson.

ii) Two members of the Governing Body of the college to be nominated by the Chairperson of whom one shall be an expert in academic administration.

iii) Two nominees of the Vice-Chancellor who shall be Higher Education experts in the subject/field concerned out of which at least one shall be a person not connected in any manner with the affiliating University. In case of Colleges notified/declared as minority educational institutions, one nominee of the Chairperson of the College from out of a panel of five names, preferably from minority communities, recommended by the Vice-Chancellor of the affiliating university of whom one should be a subject expert.

iv) Three Higher Education experts consisting of the Principal of a College, a Professor and an accomplished educationist not below the rank of a Professor (to be nominated by the Governing Body of the college out of a panel of six experts approved by the relevant statutory body of the university concerned).

v) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice-Chancellor, if any of the above members of the selection committee does not belong to that category.

vi) Two subject-experts not connected with the college to be nominated by the Chairperson of the governing body of the college out of a panel of five names recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body of the university concerned. In case of colleges notified/declared as minority educational institutioins, two subject experts not connected with the University nominated by the Chairperson of the College governing body out of the panel of five names, preferably from minority communities, recommended by the Vice Chancellor from the list of subject experts approved by the relevant statutory body.

(b) Five members, including two experts, shall constitute the quorum.

(c) All the selection procedures of the selection committee shall be completed on the day/last day of the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma and recommendation made on the basis of merit with the list of selected and waitlisted candidates/Panel of names in order of merit, duly signed by all members of the selection committee.

(d) The term of appointment of the College Principal shall be five years, with eligibility for reappointment for one more term only after an assessment by a Committee appointed by the University as per the composition given in sub-clause (B) of 5.1 (VIII).

(e) After the completion of his/her term as Principal, the incumbent shall join back his/her parent organisation with the designation as Professor and in the grade of the Professor..

B. Committee for Assessment of College Principal and Professor for Second Term

The Committee for assessment to the post of College Principal for second term shall have the following composition:

i) Nominee of the Vice-Chancellor of the affiliating University.

ii) Nominee of the Chairman, University Grants Commission.

The nominees shall be nominated from the Principals of the Colleges with Excellence/College with Potential of Excellence/Autonomous College/NAAC Grade 'A' accredited colleges.

IX. Selection Committees for the posts of Directors, Deputy Directors, Assistant Directors of Physical Education and Sports, Librarians, Deputy Librarians and Assistant Librarians shall be the same as that of Professor, Associate Professor and Assistant Professor, respectively, except that in Library and Physical Education and Sports or Sports Administration, respectively, practicing Librarian/Director Physical Education and Sports, as the case may be, shall be associated with the Selection Committee as one of the subject experts.

X. The "Screening-cum-Evaluation Committee" for CAS promotion of Assistant Professors/equivalent cadres in Librarians/Physical Education and Sports from one level to the other higher level shall consist of:

A. For University teachers:

i) The Vice-Chancellor or his/her nominee shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The Head of the Department /Chairperson of the School; and

iv) One subject expert in the subject concerned nominated by the Vice-Chancellor from the University panel of experts.

B. For College teachers:

i) The Principal of the college;

ii) Head /Teacher-Incharge of the department concerned from the college;

iii) Two subject experts in the subject concerned nominated by the Vice-Chancellor from the university panel of experts;

C. For University Assistant Librarian:

i) The Vice-Chancellor shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The Librarian, University Library; and

iv) One expert who is a working Librarian nominated by the Vice-Chancellor from the University panel of experts.

D. For College Assistant Librarian:

i) The Principal shall be the Chairperson of the Committee;

ii) The Librarian, University Library; and

iii) Two experts who are working Librarians nominated by the Vice-Chancellor from the University panel of experts.

E. For University Assistant Director, Physical Education and Sports:

i) The Vice-Chancellor shall be the Chairperson of the Committee;

ii) The Dean of the Faculty concerned;

iii) The University Director, Physical Education and Sports; and

iv) One expert in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

F. For College Director, Physical Education and Sports:

i) The Principal shall be the Chairperson of the Committee;

ii) The University Director, Physical Education and Sports; and

iii) Two experts in Physical Education and Sports Administration from University system nominated by the Vice-Chancellor from the University panel of experts.

Note: The quorum for these committees in all categories shall be three which will include one subject expert/ university nominee.

5.2. The Screening-cum-Evaluation Committee on verification/evaluation of grades secured by the candidate through the Assessment Criteria and Methodology Proforma designed by the respective university based on these Regulations and as per the minimum requirement specified:

(a) In Appendix II,Table 1 for each of the cadre of Assistant Professor;

(b) In Appendix II,Table 4 for each of the cadre of Librarian; and

(c) In Appendix II,Table 5 for each of the cadre of Physical Education and Sports

shall recommend to the Syndicate/ Executive Council /Board of Management of the University/College about the suitability for the promotion of the candidate(s) under CAS for implementation.

5.3 The selection process shall be completed on the day/last day of the selection committee meeting, wherein the minutes are recorded and recommendation made on the basis of the performance of the interview are duly signed by all members of the selection committee.

5.4 For all Selection Committees specified in these Regulations, Head of Department / Teacher-Incharge should be either in the same or higher rank/ position than the rank/position for which the interview is to be held.

6.0 SELECTION PROCEDURE:

I. The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on the weightage given to the performance of the candidate in different relevant parameters and his/her performance on a grading system proforma, based on Appendix II, Tables 1, 2, 3A, 3B, 4, and 5.

In order to make the system more credible, universities may assess the ability for teaching and / or research aptitude through a seminar or lecture in a classroom situation or discussion on the capacity to use the latest technology in teaching and research at the interview stage. These procedures can be followed for both the direct recruitment and the CAS promotions, wherever selection committees are prescribed in these Regulations.

II. The universities shall adopt these Regulations for selection committees and selection procedure through their respective statutory bodies incorporating Appendix II, Table 1, 2, 3A, 3B, 4, and 5 at the institutional level for University Departments and their Constituent colleges/ affiliated colleges (Government/Government-aided/Autonomous/ Private Colleges) to be followed transparently in all the selection processes. The universities may devise their own self-assessment-cum-performance appraisal forms for teachers in strict adherence to the Appendix II,Table 1, 2, 3A, 3B, 4, and 5 specified in these Regulations.

III. In all the Selection Committees of direct recruitment of teachers and other academic staff in universities and colleges provided herein, an academician belonging to the Scheduled Caste/Scheduled Tribe/OBC/Minority/Women/Differently-abled categories, if any of candidates belonging to these categories is the applicant and if any of the members of the selection committee does not belong to that category, shall be nominated by the Vice-Chancellor of the University, and in case of a College, Vice-Chancellor of the University to which the college is affiliated to. The academician, so nominated for this purpose, shall be one level above the cadre level of the applicant, and such nominee shall ensure that the norms of the Central Government or concerned State Government, in relation to the categories mentioned above, are strictly followed during the selection process.

IV. The process of selection of a Professor shall involve the inviting of the application developed by the respective university, based on the Assessment Criteria and Methodology guidelines set out in these Regulations in Appendix II, Table 1 and 2 and reprints of all significant publications of the candidates.

Provided that the publications submitted by the candidate shall have been published during the qualifying period.

Provided further that such publications shall be made available to the subject experts for assessment before holding the interview. The evaluation of the publications by the experts shall be taken into consideration while finalizing the outcome of selection.

V. In the case of selection of faculty members who are from outside the academic field and are considered under Clause 4.1 (III.B), 4.2 (I.B, II.B, III.B), 4.3 (I.B, II.B, III.B) and 4.4 (III.B) of these Regulations, the university's statutory bodies must lay down clear and transparent criteria and procedure so that only outstanding professionals who can contribute substantially to the university knowledge system are selected.

VI. In the selection process for the posts involving different nature of responsibilities in certain disciplines/areas, such as Music and Fine Arts, Visual Arts and Performing Arts, Physical Education and Sports, and Library, greater emphasis may be laid on the nature of deliverables indicated against each of the posts in these Regulations which need to be taken up by the institution while developing the Proforma for both the direct recruitment and the CAS promotion.

VII. The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice-Chancellor, as Chairperson (in the case of Universities), and Principal, as Chairperson (in case of Colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution, including assistance in the development of Assessment Criteria and Methodology Proforma based on these Regulations. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of the students' assessment of individual teachers in the Assessment Criteria and Methodology Proforma.

A. The Assessment of the performance of College and University teachers for the CAS promotion is based on the following criteria:

i. **Teaching-Learning and Evaluation: The c**ommitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college/university as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

ii. **Personal Development Related to Teaching and Research Activities:** Attending orientation/refresher/methodology courses, development of e-contents and MOOC's, organising seminar/ conference/ workshop / presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc.

iii. **Administrative Support and Participation in Students' Co- curricular and Extra-curricular Activities.**

B. Assessment Process

The following **three-step** process is recommended for carrying out assessment for promotion under the CAS at all levels:

Step 1: The college/university teachers shall submit to college/university an annual self-appraisal report in the prescribed Proforma to be designed based on Tables 1 to 5 of Appendix II. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self-appraisal report, which is to be verified by the HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge.

Step: 2: After completion of the required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS.

Step 3: A CAS Promotion shall be granted as mentioned in Clauses 6.4 of these Regulations.

6.1 Assessment Criteria and Methodology:

(a) Tables 1 to 3 of Appendix II are applicable to the selection of Assistant Professors/ Associate Professors/ Professors/Senior Professor in Universities and Colleges;

(b) Table 4 of Appendix II is applicable to Assistant Librarians/ College Librarians and Deputy Librarians for promotion under Career Advancement Scheme; and

(c) Table 5 of Appendix II is applicable to Assistant Directors/ College Director of Physical Education sports and Deputy Directors/Directors of Physical Education and Sports for promotions under Career Advancement Scheme

6.2 The constitution of the Selection Committees and Selection Procedure as well as the Assessment Criteria and Methodology for the above cadres, either through direct recruitment or through Career Advancement Scheme, shall be in accordance with these Regulations.

6.3 The criteria for promotions under Career Advancement Scheme laid down under these Regulations shall be effective from the date of notification of these Regulations. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them, for being considered for promotions under the existing Regulations. This option can be exercised only within three years from the date of notification of these Regulations.

I. A teacher who wishes to be considered for promotion under the CAS may submit in writing to the university/college, within three months in advance of the due date, that he/she fulfils all the requirements under the CAS and submit to the university/college the Assessment Criteria and Methodology Proforma as evolved by the university concerned supported by all credentials as per the Assessment Criteria and Methodology guidelines set out in these Regulations. In order to avoid any delay in holding the Selection Committee meetings for various positions under the CAS, the University/College may initiate the process of screening/selection, and complete the process within six months from the receipt of application. Further, in order to avoid any hardship, the candidates who fulfil all other criteria mentioned in these Regulations, as on and till the date on which these regulations are notified, can be considered for promotion from the date, on or after the date, on which they fulfil these eligibility conditions.

II. The Selection Committee specifications as contained in Clauses 5.1 to 5.4 shall be applicable to all direct recruitments of faculty positions and equivalent cadres and Career Advancement promotions from Assistant Professor to Associate Professor, from Associate Professor to Professor, Professor to Senior Professor (in University) and for equivalent cadres.

III. The CAS promotion from a lower stage to a higher stage of Assistant Professor shall be conducted through a "Screening-cum-Evaluation Committee", following the criteria laid down in Table1 of Appendix II.

IV. The promotion under the CAS being a personal promotion to a teacher holding a substantive sanctioned post, on his/her superannuation, the said post shall revert back to its original cadre.

V. For the promotion under the CAS, the applicant teacher must be on the role and in active service of the University/College on the date of consideration by the Selection Committee.

VI. The candidate shall offer himself/herself for assessment for promotion, if he/she fulfils the minimum grading specified in the relevant Assessment Criteria and Methodology Tables, by submitting an application and the required Assessment Criteria and Methodology Proforma. He/she can do so three months before the due date. The university shall send a general circular twice a year, inviting applications for the CAS promotions from the eligible candidates.

i) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

ii) If, however, the candidate finds that he/she would fulfils the CAS promotion criteria, as defined in Tables 1, 2, 4, and 5 of Appendix II at a later date and applies on that date and is successful, his/her promotion shall be effected from that date of the candidate fulfilling the eligibility criteria.

iii) The candidate who does not succeed in the first assessment, he/she shall have to be re-assessed only after one year. When such a candidate succeeds in the eventual assessment, his/her promotion shall be deemed to be one year from the date of rejection.

VII. Regarding the cases pending for promotions from one Academic Level/Grade Pay to another Academic Level/Grade Pay under the Career Advancement Scheme provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic Level/Grade Pay as per the following:

(a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under these Regulations.

OR

(b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments with relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations.

The relaxation in the requirements of Academic Performance Indicators (API) based Performance Based Appraisal System (PBAS) upto the date of notification of these Regulations for the promotion from one Academic Level/Grade Pay to another under CAS as provided in UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments, is defined as under :

i. Exemption from scoring under Category I, as defined in Appendix III of said above mentioned UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 and its amendments including University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4^{th} Amendment), Regulations, 2016, for faculty and other equivalent cadre positions.

ii. Scoring in Category II and Category III for faculty and other equivalent cadre positions shall be as provided for in the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 with the following combined minimum API score requirement for Category II and Category III taken together, as mentioned below.

Note: There shall be no minimum API score requirement for Category II and Category III individually.

TABLE-A

(Minimum API requirement for the promotion of teachers under CAS in university departments)

S.No.		**Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)**	**Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)**	**Assistant Professor (Stage 3/ AGP Rs.8000/) to Associate Professor (Stage 4/AGP Rs.9000/-)**	**Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)**
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-B

(Minimum API requirement for the promotion of teachers under CAS in colleges (UG & PG)

S.No.		Assistant Professor (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Professor (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Professor (Stage 3/ AGP Rs.8000/-) to Associate Professor (Stage 4/AGP Rs.9000/-)	Associate Professor (Stage 4/ AGP Rs.9000/- to Professor (Stage 5/AGP Rs.10000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period	60/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection Committee

Table-C

(Minimum API requirement for the promotion of Library staff under CAS in Universities)

S.N		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)	Deputy Librarian (Stage 4/AGP Rs. 9000/-) to Deputy Librarian (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-D

(Minimum API requirement for the promotion of Library staff under CAS in Colleges)

S.No.		Assistant Librarian (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Librarian (Stage 2/ AGP Rs.7000/- to Stage 3/AGP Rs.8000/-)	Assistant Librarian (Selection Grade/Deputy Librarian) (Stage 3/ AGP Rs.8000/-) to Deputy Librarian (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

Table-E

(Minimum API requirement for the promotion of University Director/Deputy Director/Assistant Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)	Deputy Director (Stage 4/AGP Rs. 9000/-) to Deputy Director (Stage 5 AGP Rs10,000/-)
1	Research and Academic contribution (Category III)	40/assessment period	100/assessment period	90/assessment period	120 per assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee	Selection committee

Table-F

(Minimum API requirement for the promotion of College Director, Physical Education and Sports)

S.No.		Assistant Director (Stage 1/ AGP Rs.6000/- to Stage 2/AGP Rs.7000/-)	Assistant Director (Stage 2/ AGP Rs.7000/-) to Assistant Director (Selection Grade)/Deputy Director (Stage 3/AGP Rs.8000/-)	Assistant Director (Selection Grade)/Deputy Director (Stage 3/ AGP Rs.8000/-) to Deputy Director (Stage 4/AGP Rs.9000/-)
1	Research and Academic contribution (Category III)	20/assessment period	50/assessment period	45/assessment period
2	Expert assessment system	Screening Committee	Screening Committee	Selection Committee

VIII. The requirement for Orientation course and Refresher course for promotions due under the CAS shall not be mandatory upto 31st December, 2018.

6.4 STAGES OF PROMOTION UNDER THE CAREER ADVANCEMENT SCHEME OF INCUMBENT AND NEWLY-APPOINTED ASSISTANT PROFESSORS/ASSOCIATE PROFESSORS/PROFESSORS

A. The entry-level Assistant Professors (Level 10) shall be eligible for promotion under the Career Advancement Scheme (CAS) through two successive levels (Level 11 and Level 12), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause 6.3. of these Regulations.

B. Career Advancement Scheme (CAS) for Colleges teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech.,M.V.Sc., M.D., or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

i. Attended one Orientation course of 21 days' duration on teaching methodology; and

ii. Any one of the following: Completed one Refresher / Research Methodology Course

OR

Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning-Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration,

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i. He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1, and;

ii. The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

1) Assistant Professors who have completed five years of service in Academic Level 11/Senior Scale.

2) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II,Table 1) and

ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

1) Assistant Professor who has completed three years of service in Academic Level 12/Selection-Grade.

2) A Ph.D. degree in subject relevant /allied/relevant discipline.

3) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

CAS Promotion Criteria:

A teacher may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II,**Table 1**, and

ii) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1. Associate Professors who have completed three years of service in Academic Level 13A.
2. A Ph.D. degree in subject relevant/allied/relevant discipline.
3. A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
4. A minimum of 110 Research Score as per Appendix II,Table 2

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2.

ii) The promotion to the post of Professor is recommended by selection committee constituted in accordance with these Regulations.

C. Career Advancement Scheme (CAS) for University teachers

I. Assistant Professor (Academic Level 10) to Assistant Professor (Senior Scale/Academic Level 11)

Eligibility:

i) An Assistant Professor who has completed four years of service with a Ph.D. degree or five years of service with a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, M.V.Sc.and M.D., or six years of service in case of those without a Ph.D./M.Phil./ PG Degree in a Professional course and satisfies the following conditions:

ii) Attended one Orientation course of 21 days duration on teaching methodology;

iii) Any one of the following: Completed Refresher/ Research Methodology Course/ Workshop/ Syllabus Up-gradation Workshop/ Training Teaching-Learning-Evaluation, Technology Programmes/ Faculty Development Programmes of at least one week (5 days) duration, or taken one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period; and

iv) Published one research publication in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria :

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be (as provided in Appendix II,Table 1), and;

ii) The promotion is recommended by the screening-cum evaluation committee.

II. Assistant Professor (Senior Scale/Academic Level 11) to Assistant Professor (Selection Grade/Academic Level 12)

Eligibility:

i) Assistant Professors who has completed five years of service in Academic Level 11/Senior Scale.

ii) A Ph.D. Degree in the subject relevant/allied/relevant discipline.

iii) Has done any two of the following in the last five years of Academic Level 11/Senior Scale: Completed a course / programme from amongst the categories of Refresher Courses/Research Methodology/ Workshops/ Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes / Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten

days) duration), or, completed one MOOCs course in the relevant subject (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards the development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

iv) Published three research papers in the peer-reviewed journals or UGC-listed journals during assessment period.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) The teacher gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1) and;

ii) The promotion is recommended by the Screening-cum-evaluation committee.

III. Assistant Professor (Selection Grade/Academic Level 12) to Associate Professor (Academic Level 13A)

1) Assistant Professor who has completed three years of service in Academic Level 12/ Selection grade.

2) A Ph.D Degree in the subject concerned/allied/relevant discipline.

3) Any one of the following during last three years: completed one course / programme from amongst the categories of Refresher Courses/ Research Methodology Workshops/Syllabus Up-gradation Workshop/ Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with e-certification); or contribution towards the development of e-content in 4-quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

4) A minimum of seven publications in the peer-reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

5) Evidence of having guided at least one Ph.D. candidate.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as specified in Appendix II,Table 1, and has a research score of at least 70 as per Appendix II,Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

1) An Associate Professor who has completed three years of service in Academic Level 13 A.

2) A Ph.D degree in the subject concerned/allied/relevant discipline.

3) A minimum of ten research publications in the peer- reviewed or UGC-listed journals out of which three research papers should have been published during the assessment period.

4) Evidence of having successfully guided doctoral candidate.

5) A minimum of 110 Research Score as per Appendix II, Table 2.

CAS Promotion Criteria:

A teacher shall be promoted if;

i) He/she gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II,Table 1, and at least 110 research score, as per Appendix II,Table 2.

ii) The promotion is recommended by a selection committee constituted in accordance with these Regulations.

V. Professor (Academic Level 14) to Senior Professor (Academic Level 15)

A Professor can be promoted to the post of Senior Professor under the CAS. The promotion shall be based on academic achievement, favourable review from three eminent subject -experts who are not of the rank lower than the rank of a Senior Professor or a Professor having at least ten years' of experience. The selection shall be based on 10 best publications during the last 10 years and interaction with a Selection Committee constituted in accordance with these Regulations.

Eligibility:

i) Ten years' experience as a Professor.

ii) A minimum of ten publications in the peer-reviewed or UGC-listed journals and Ph.D. degree has been successfully awarded to two candidates under his/her supervision during the assessment period.

D. Career Advancement Scheme (CAS) for Librarians

Note:

i) The following provisions apply only to those persons who are not involved in the teaching of Library Science. Teachers in institutions where Library Science is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Librarian in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Librarians shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From University Assistant Librarian (Academic level 10)/College Librarian (Academic level 10) to University Assistant Librarian (Senior Scale/Academic level 11)/ College Librarian (Senior Scale/Academic level 11):

Eligibility:

An Assistant Librarian/ College Librarian who is in Academic Level 10 and has completed four years of service having a Ph.D. degree in Library Science/ Information Science/ Documentation Science or an equivalent degree or five years' of experience, having at least a M.Phil.degree, or six years of service for those without a M.Phil or a Ph.D. degree.

(i) He/she has attended at least one Orientation course of 21 days' duration; and

(ii) Training, Seminar or Workshop on automation and digitalisation, maintenance and related activities, of at least 5 days, as per Appendix II, Table 4.

CAS Promotion Criteria:

An Assistant Librarian/College Librarian may be promoted if:

i) He/she gets a **'s**atisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five out of the last four/five/six years of the assessment period as the case may be as specified in Appendix II, Table 4, and

ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From University Assistant Librarian (Senior Scale/Academic level 11)/College Librarian (Senior Scale/Academic level 11) to University Assistant Librarian (Selection Grade/ Academic level 12/ College Librarian (Selection Grade/Academic level 12)

Eligibility:

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Training/Seminar/Workshop/Course on automation and digitalisation, (ii)Maintenance and other activities as per Appendix II,Table 4 of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken/developed one MOOCs course in the relevant subject (with e-certification), or (iv) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years of the assessment period, as specified in Appendix II,Table 4, and;

ii) The promotion is recommended by a screening-cum-evaluation committee.

III. From University Assistant Librarian (Selection Grade/Academic level 12)/ College Librarian (Selection Grade/Academic level 12) to University Deputy Librarian (Academic Level 13A)/College Librarian (Academic Level 13A)

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II,Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Librarian/College Librarians (Academic Level 13A) to University Deputy Librarian/College Librarians (Academic Level 14) shall be the following:

1) He/she has completed three years of service in that grade.

2) He/she has done any one of the following in the last three years: (i)Training/Seminar/Workshop/Course on automation and digitalization, (ii)Maintenance and related activities as per Appendix II,Table 4 of at least two weeks' (ten days) duration, (iii) Completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification), and (v) Library up-gradation course.

3) Evidence of innovative library services, including the integration of ICT in a library.

4) A Ph.D. Degree in Library Science/Information Science/Documentation /archives and Manuscript-Keeping

CAS Promotion Criteria:

An individual shall be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two out of the last three years of the assessment period, as specified in Appendix II,Table 4; and

ii) The promotion is recommended by a Selection Committee constituted as per these Regulations on the basis of the interview performance.

E. Career Advancement Scheme (CAS) for Directors of Physical Education and Sports

Note:

i) The following provisions apply only to those personnel who are not involved in teaching physical education and sports. Teachers in institutions where Physical Education and Sports is a teaching department shall be covered by the provisions given under sections 6.4 (B) and 6.4 (C), of these Regulations for Colleges/Institutions and for Universities, respectively.

ii) The Deputy Director Physical Education and Sports in Universities shall have two levels i.e. Academic Level 13A and Academic Level 14 while College Director Physical Education and Sports shall have five levels i.e. Academic Level 10, Academic Level 11, Academic Level 12, Academic Level 13A and Academic Level 14.

I. From Assistant Director of Physical Education and Sports (Academic Level 10)/College Director of Physical Education and Sports (Academic Level 10) to Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11) / College Director of Physical Education and Sports (Senior Scale/Academic Level 11)

Eligibility:

i) He/she has completed four years of service with a Ph.D. degree in Physical Education or Physical Education & Sports or Sports Science or five years of service with an M.Phil. degree or six years of service for those without an M.Phil or Ph.D. degree.

ii) He/she has attended one Orientation course of 21 days' duration; and

iii) He/she has done any one of the following: (a)Completed Refresher / Research Methodology Course/ workshop, (b)Training Teaching-Learning-Evaluation Technology Programme/ Faculty Development Programme of at least 5 days duration and (c) Taken/developed one MOOCs course (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if:

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 5**;** and

ii) The promotion is recommended by a screening-cum-evaluation committee.

II. From Assistant Director of Physical Education and Sports (Senior Scale/Academic Level 11)/ College Director of Physical Education And Sports (Senior Scale/Academic Level 11) to University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12) / College Director of Physical Education and Sports (Selection Grade/Academic Level 12)

1) He/she has completed five years of service in that grade.

2) He/she has done any two of the following in the last five years: (i)Completed one course / programme from among the categories of refresher courses, research methodology workshops, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration, (iii)Completed two courses of at least one week(five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), and (iv) Taken/developed one MOOCs course in the relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four out of the last five years' of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a screening-cum-evaluation committee .

III. From University Assistant Director of Physical Education and Sports (Selection Grade/Academic Level 12)/ College Director of Physical Education and Sports (Selection Grade/Academic Level 12) to University Deputy Director of Physical Education and Sports (Academic Level 13 A)/ College Director of Physical Education and Sports (Academic Level 13A)

1) He/she has completed three years of service.

2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

IV. The criteria for CAS Promotions from University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 13A) to University Deputy Director Physical Education and Sports/College Director Physical Education and Sports (Academic Level 14) shall be the following:

1) He/she has completed three years of service.

2) He/she has done any one of the following during last three years: (i)Completed one course / programme from among the categories of Refresher Courses, Research Methodology Workshop, (ii)Teaching-Learning-Evaluation Technology Programmes / Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration), (iii) Taken / developed one MOOCs course in relevant subject (with e-certification).

3) Evidence of organising competitions and coaching camps of at least two weeks' duration.

4) Evidence of having produced good performance of teams/athletes for competitions like state/national/inter-university/combined university, etc.

5) A Ph.D. in Physical Education or Physical Education and Sports or Sports Science.

CAS Promotion Criteria:

An individual may be promoted if;

i) He/she gets a 'satisfactory' or 'good' grade performance assessment reports of at least two out of the last three years of the assessment period as specified in Appendix II,Table 5, and;

ii) The promotion is recommended by a selection committee constituted as per these Regulations on the basis of the interview performance.

6.5. Discretionary award of advance increments for those who enter the profession as Associate Professor or Professor with higher merit, high number of research publications of high quality and experience at the appropriate level, shall be within the competence of the appropriate authority of the University concerned or recruiting institution based on the recommendations of a selection committee while considering the case of individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other merit- specific factors. Discretionary award of advance increments is not applicable to those entering the profession as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports and to those who are entitled for grant of advance increments for having acquired a Ph. D., M. Phil. or M.Tech. and LLM degree. However, those entering the service as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports, having a post-doctoral teaching/research experience, after obtaining a Ph.D. degree and proven credentials, may be eligible for discretionary award of advanced increments to be given to the person, as decided and recorded by the Selection Committee in the minutes of its meeting.

7.0 SELECTION OF PRO-VICE CHANCELLOR / VICE - CHANCELLOR OF UNIVERSITIES:

7.1 PRO-VICE-CHANCELLOR:

The Pro-Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor.

7.2 It shall be the prerogative of the Vice-Chancellor to recommend a person to be the Pro-Vice-Chancellor to the Executive Council. The Pro-Vice-Chancellor shall hold office for a period, which is co-terminus with that of the Vice-Chancellor.

7.3. VICE CHANCELLOR:

i. A person possessing the highest level of competence, integrity, morals and institutional commitment is to be appointed as Vice-Chancellor. The person to be appointed as a Vice-Chancellor should be a distinguished academician, with a minimum of ten years' of experience as Professor in a University or ten years' of experience in a reputed research and / or academic administrative organisation with proof of having demonstrated academic leadership.

ii. The selection for the post of Vice-Chancellor should be through proper identification by a Panel of 3-5 persons by a Search-cum-Selection-Committee, through a public notification or nomination or a talent search process or a combination thereof. The members of such Search-cum-Selection Committee shall be

persons' of eminence in the sphere of higher education and shall not be connected in any manner with the University concerned or its colleges. While preparing the panel, the Search cum-Selection Committee shall give proper weightage to the academic excellence, exposure to the higher education system in the country and abroad, and adequate experience in academic and administrative governance, to be given in writing along with the panel to be submitted to the Visitor/Chancellor. One member of the Search cum-Selection Committee shall be nominated by the Chairman, University Grants Commission, for selection of Vice Chancellors of State, Private and Deemed to be Universities.

iii. The Visitor/Chancellor shall appoint the Vice Chancellor out of the Panel of names recommended by the Search-cum-Selection Committee.

iv. The term of office of the Vice-Chancellor shall form part of the service period of the incumbent making him/her eligible for all service related benefits.

8.0 DUTY LEAVE, STUDY LEAVE, SABBATICAL LEAVE

8.1 DUTY LEAVE:

i. Duty leave upto 30 days in an academic year may be granted for the following purposes:

(a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the university or with the permission of the university/college ;

(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice- Chancellor/Principal of the College;

(c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body; and

(e) For performing any other duty assigned to him/her by the university/college.

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

8.2 STUDY LEAVE:

i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by his/her employer.

iii. The study leave shall be granted to an entry-level appointee as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organisation and methods of education, giving full plan of the work.

iv. The study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council/Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University/College/Institution.

v. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

vi. The study leave shall be granted not more than twice during one's entire career. However, the maximum period of study leave admissible during the entire service shall not exceed five years.

vii. The study leave may be granted more than once, provided, that not less than five years have elapsed after the teacher/returned to duty on completion of the earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.

viii. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate, in the event the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council/Syndicate to treat the period of short-fall as Extra-Ordinary leave has been obtained.

ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.

x. The period of study leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.

xi. The study leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the study leave granted has been so cancelled. The teacher may apply again for such leave.

xii. A teacher availing himself/herself of the study leave, shall undertake that he/she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.

xiii. A teacher -

(a) who is unable to complete his/her studies within the period of study leave granted to him/her or

(b) who fails to rejoin the services of the University on the expiry of his/her study leave or

(c) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service or

(d) who, within the said period, is dismissed or removed from the service by the University shall be liable to refund, to the University/College/Institution, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

Notwithstanding the above provision, the Executive Council/Syndicate may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these Regulations.

xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University/College/Institutions in accordance with paragraph (x) to (xiii) above.

xv. The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. Such report shall reach the Registrar/Principal within one month of the expiry of every six months of the period of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

xvi. The teacher on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the University/College/Institution.

xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting the academic standards of the University/College/Institution in the long run.

8.3 Sabbatical Leave:

i) The permanent, whole-time teachers of the university and colleges who have completed seven years' of service as a Reader/Associate Professor or a Professor may be granted sabbatical leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system. The duration of leave shall not exceed one year, at a time, and two years in the entire career of the teacher.

ii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.

iii) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

iv) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council/Syndicate may, if it so desires, sanction the sabbatical leave on reduced pay and allowances.

v) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

8.4 Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

The following kinds of leave would be admissible to permanent teachers:

(i) Leave treated as duty, *viz.* casual leave, special casual leave, and duty leave;

(ii) Leave earned by duty, *viz.* earned leave, half-pay leave, and commuted leave;

(iii) Leave not earned by duty, *viz.* extraordinary leave; and leave not due;

(iv) Leave not debited to leave account

(v) Leave for academic pursuits, *viz.* study leave, sabbatical leave and academic leave;

(vi) Leave on grounds of health, *viz.*, maternity leave and quarantine leave.

(b) The Executive Council/Syndicate may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

I. Casual Leave

(i) The total casual leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

II. Special Casual Leave

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

(a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and

(b) To inspect academic institutions attached to a statutory board.

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) In addition, special casual leave to the extent mentioned below, may also be granted;

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.

(iv) The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

III. Earned Leave

(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of the actual service, including vacation; *plus*

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified :

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

3. Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

IV. Half-pay Leave

Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

***Explanation*:**

A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

Note : Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

V. Commuted Leave

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days;

(ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and

(iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time;

Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

VI. Extraordinary Leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or

(b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

(a) Leave taken on the basis of medical certificates;

(b) Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or .a natural calamity, and the teacher has no other kind of leave to his credit;

(c) Leave taken for pursuing higher studies; and

(d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.

(iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

VII. 'Leave Not Due'

(i) 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill-health, incapacitating the teacher for further service, refund of leave salary for the period of leave yet to be earned may be waived by the Executive Council/College Governing Body.

Provided that the Executive Council/College Governing Body may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

VIII. Maternity Leave

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

IX. Child-care Leave

Woman teachers having any minor child/children may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman teachers during entire service period in lines with the Central Government woman employees. In the cases, where the child-care leave is granted for more than 45 days, the University/College/Institution may appoint a part-time / guest substitute teacher with intimation to the UGC.

X. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

XI. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

XII. Surrogacy leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the Government of India.

9. Research Promotion Grant

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointment.

9.1 Consultancy Assignments

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant-teachers shall be as per the UGC Consultancy Rules to be provided separately.

10.0 Counting of Past Services for Direct Recruitment and Promotion under CAS

Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional organisations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR and DBT, should count for the direct recruitment and promotion under the CAS of a teacher as Assistant Professor, Associate Professor, Professor or any other nomenclature, provided that:

(a) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be.

(b) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.

(c) The concerned Assistant Professor, Associate Professor and Professor should possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.

(d) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of the University/State Government/Central Government/ Institutions concerned, for such appointments.

(e) The previous appointment was not as guest lecturer for any duration.

(f) The previous Ad-hoc or Temporary or contractual service (by whatever nomenclature it may be called) shall be counted for direct recruitment and for promotion, provided that:

(i) the essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor, as the case may be

(ii) the incumbent was appointed on the recommendation of a duly constituted Selection Committee/Selection Committee constituted as per the rules of the respective university;

(iii) the incumbent was drawing total gross emoluments not less than the monthly gross salary of a regularly appointed Assistant Professor, Associate Professor and Professor, as the case may be; and

(g) No distinctions shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), while counting the past service under this clause.

11.0 Period of Probation and Confirmation

11.1 The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

11.2 The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.

11.3 Subject to Clause 11 of this Regulation, it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.

11.4 The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.

11.5 All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

12.0 Creation and Filling-up of Teaching Posts

12.1 Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.

12.2 All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.

13.0 Appointments on Contract Basis

The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University. The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher. The

fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly-appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

14.0 Teaching Days

14.1 The Universities/Colleges must have at least 180 teaching, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period, 12 weeks may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc., 8 weeks for vacations and 2 weeks may be attributed to various public holidays. If the University adopts a 5 day week pattern, then the number of weeks should be increased correspondingly to ensure the equivalent of 30 weeks of actual teaching, with a 6-day week.

The above provision is summarised as follows:

	Number of weeks : 6-days a week pattern		**Number of weeks : 5-days a week pattern**	
Categorisation	**University**	**College**	**University**	**College**
Teaching and Learning Process	30 (180 days) weeks	30 (180 days)weeks	36 (180 days) weeks	36 (180 days) weeks
Admissions, Examinations, and preparation for Examination	12	10	8	8
Vacations	8	10	6	6
Public Holidays (to increase and adjust teaching days accordingly)	2	2	2	2
Total	52	52	52	52

14.2 In-lieu of the curtailment of vacation by 2 weeks, the university teachers may be credited with1/3rd of the period of their earned leave. However, colleges may have an option of a total vacation of 10 weeks in a year and no earned leave except when required to work during the vacations for which, as in the case of University teachers, 1/3rd of the period shall be credited as Earned Leave.

15.0 Workload

15.1 The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year. It should be necessary for the teacher to be available for at least Five hours daily in the University/College. Teachers shall devote at least Two hours per day for mentoring of students (minimum Fifteen students per coordinator) for Community Development/Extra-Curricular Activities/library consultation/research in case of Under-Graduate Courses and/or at least Two hours per day for research in case of Post-Graduate courses, for which the necessary space and infrastructure shall be provided by the University/College. The direct teaching-learning work load should be as follows:

Assistant Professor	-	16 hours per week
Associate Professor/Professor	-	14 hours per week

15.2 Professors/ Associate Professors/ Assistant Professors involved in administration/ extension work can devote two hours per week from the teaching and learning hours.

16.0 Service Agreement and Fixing of Seniority

16.1 At the time of recruitment in Universities and Colleges, a service agreement should be executed between the University/College and the teacher concerned and a copy thereof shall be deposited with the Registrar/Principal. Such service agreement shall be duly stamped as per the government rates applicable.

16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

(i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) Seek to make professional growth continuous through study and research;

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;

(v) Maintain active membership of professional organisations and strive to improve education and profession through them;

(vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;

(vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;

(ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

(x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

(i) Respect the rights and dignity of the student in expressing his/her opinion;

(ii) Deal justly and impartially with students regardless of their religion, caste,

gender, political, economic, social and physical characteristics;

(iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

(v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;

(vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

(vii) Pay attention to only the attainment of the student in the assessment of merit;

(viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

(ix) Aid students to develop an understanding of our national heritage and national goals; and

(x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

(i) Treat other members of the profession in the same manner as they themselves wish to be treated;

(ii) Speak respectfully of other teachers and render assistance for professional betterment;

(iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and

(iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

(i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;

(ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;

(v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) Adhere to the terms of contract;

(vii) Give and expect due notice before a change of position takes place; and

(viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

(i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;

(ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

(i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

(i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;

(v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

(a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;

(c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

(a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;

(b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;

(c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;

(d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;

(e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.

(f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(g) Manage their private affairs in a manner consistent with the dignity of the profession;

(h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(i) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

(a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;

(b) Manage their private affairs in a manner consistent with the dignity of the profession;

(c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;

(d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.

ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.

iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.

iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.

v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.

vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.

vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNMTT) scheme shall also organize such induction programmes as per their mandate.

viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.

ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.

iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./ M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compunded advance increments at the entry level.

iv.

a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

discipline of employment and has been awarded by a University complying with the process prescribed by the UGC for enrolment, course work, evaluation, etc.

b) However, teachers in service who have already been awarded Ph.D. by the time of coming into force of these Regulations or having been enrolled for Ph.D. have already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awarded, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only, even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

v. In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either course-work or evaluation or both, as the case may be.

vi. Teachers in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. , while in service only if such enrolment is with a university which complies with the entire process including that of enrolment as prescribed by the UGC.

vii. Teachers who acquire M.Phil. Degree or a post-graduate degree in a professional course recognised by the relevant Statutory Body / Council, while in service, shall be entitled to one advance increment fixed at increment applicable at entry level only.

viii. Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

ix. (a) Assistant Librarian/College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to three non-compounded advance increments fixed at increment applicable at entry level only.

(b) However, persons in posts of Assistant Librarian/College Librarian on higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments fixed at increment applicable at entry level only.

x. In respect of every other case of persons in the post of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit three non-compounded increments fixed at increment applicable at entry level only if the university awarding the Ph.D. has been notified by the UGC to have complied with the process prescribed by the Commission for the award of Ph.D.in respect of either course-work or evaluation or both as the case may be.

xi. Assistant Librarian/College librarian and others in higher library positions in service who have not yet enrolled for Ph.D. shall therefore, derive the benefit of three non-compounded increments fixed at increment applicable at entry level only on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

xii. Two non-compounded advance increments shall be admissible for Assistant Librarian/College Librarian with M.Phil. degree in Library Science at the entry level. Assistant Librarian/College Librarian and those in higher positions acquiring M.Phil degree in library science at any time during the course of their service shall be entitled to one advance increment fixed at increment applicable at entry level only.

xiii. Five non-compounded advance increments shall be admissible to Assistant Director of Physical Education and Sports / College Director of Physical Education and Sports who are recruited at entry level with Ph.D. degree in the discipline of Physical Education/Physical Education and Sports / Sports Science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Physical Education/Physical Education and Sports / Sports Science.

xiv. Not withstanding anything in the forgoing clauses, those who have already availed the benefit of advance increments for possessing Ph.D./M.Phil at the entry level or in service once either under this regulation or under the earlier schemes/regulations shall not be entitled to the benefit of advance increments under these Regulations.

xv. Teachers, library and Physical Education and Sports cadres who have already availed the benefits of increments as per the then existing policy for acquiring Ph.D./M.Phil. while in service shall not be entitled to advance increments under these Regulations.

xvi. For posts at the entry level where no such advance increments were admissible for possessing Ph.D./M.Phil. under the earlier schemes/regulations, the benefit of advance of increments for possessing Ph.D./M.Phil shall be available to only those appointments which have been made on or after the coming into force of these Regulations.

19.2 Promotion

When an individual gets a promotion, his new pay on promotion would be fixed in the Pay Matrix as follows:

On promotion, the teacher or equivalent position would be given a notional increment in his/her existing Academic Level of Pay, by moving him/her to the next higher Cell at that Level; and the pay shown in this Cell would now be located in the new Academic Level corresponding to the post to which he/she has been promoted. If a Cell identical with that pay is available in the new Level, that Cell shall be the new pay, otherwise the next higher Cell in that Level shall be the new pay of the teacher or equivalent position. If the pay arrived at in this manner is less than the first Cell in the new Level, then the pay shall be fixed at the first Cell of the new Level.

19.3 Allowances and Benefits

I. Other allowances and benefits, such as Hometown Travel Concession, Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, House Building Allowance, Deputation Allowance, Travelling Allowance, Dearness Allowance, Area-based Special Compensatory Allowance etc. for teachers and Library and Physical Education and Sports Cadres, shall be as applicable to the Central Government employees and be governed by the relevant rules as notified by the Government of India from time to time.

II. Pension, Gratuity, ex-gratia compensation etc. as applicable to Central/State Government employees shall also be applicable to teachers and Library and Physical Education and Sports Cadres of Central/State Universities and Colleges including affiliated and constituent Colleges as the case may be.

III. Medical Benefits: All medical benefits for teachers and Library and Physical Education Cadres, shall be as applicable to the Central Government employees. Further, the Teachers and Library and Physical Education Cadres may be placed under Central Government Health Scheme or any other such scheme of the Central Government/ Health Scheme of respective State Government, as the case may be, for Central/State Universities/Colleges respectively.

APPENDICES

Appendix I	**Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables (MHRD Notification MHRD letters No. Corrigendum F.No.1-7/2015-U.II(1) dated 08.11.2017**
Appendix II	**Assessment Criteria and Methodology** **Table 1 to 3 - For University and College Teachers** **Table 4 - For Assistant Librarian, Deputy Librarian, Librarian etc.** **Table 5 - For Assistant Director/Deputy Director/Director Physical Education and Sports etc.**

SANJEEV KUMAR NARAYAN, Under Secy.

[ADVT.-III/4/Exty./147/18]

Appendix I

Fitment Tables for fixation of pay of the existing incumbents, who were in position as on 01.01.2016, in various categories of posts indicated in the tables

F.No.1-7/2015-U.II(1)
Government of India
Ministry of Human Resource Development
Department of Higher education
University-2 Section

Shastri Bhavan, New Delhi
Dated 3rd November, 2017

Corrigendum

Subject: Scheme of revision of pay of teachers and equivalent cadres in universities and colleges following the revision of pay scales of Central Government employees on the recommendations of the 7th Central Pay Commission (CPC).

In the order of the Government of India in the Ministry of Human Resource Development (Department of Higher Education) no. 1-7/2015-U.II(1) dated 2.11.2017 in the Annexure (Page 9) appended to the said order, figures mentioned in

(a) Cell Academic level 12, row 3 may be read as "84,700" instead of "84,100"
(b) Cell Academic level 13A, row 10 may be read as "2,04,700" instead of "2,04,100"
(c) Cell Academic level 14, row 9 may be read as "1,82,700" instead of "1,82,100"

2. The rest of the content of the above order remains the same.

K. K. Tripathy 3/11/17
(Dr. K.K. Tripathy)
Director

To,

1. The Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi —110.002.
2. Vice Chancellors of all Central Universities/ Institutions Deemed to be Universities fully funded by the Central Government.
3. Principal Secretary to Prime Minister, South Block, Central Secretariat, New Delhi.
4. Secretary (Coordination), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi.
5. Secretary, Department of Expenditure, North Block, New Delhi.
6. Secretary, Department of Personnel & Training, North Block, New Delhi.
7. Secretary, Department of Agriculture Research and Education, Krishi Bhavan, New Delhi.
8. Secretary, Ministry of Health and Family Welfare (Medical Education), Nirman Bhavan, New Delhi.
9. Member Secretary, All India Council for Technical Education, New Delhi
10. Chief Secretaries of all State Governments.
11. Web Master, Ministry of Human Resource Development for publication on the website of the Ministry, hosted by the National Informatics Centre.

Annexure-I

Pay Matrix

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
Grade Pay (Rs.)	6,000	7,000	8,000	9,000	10,000	0
Index of Rationalization	2.67	2.67	2.67	2.67	2.72	2.72
Entry Pay (Rs.)	21,600	25,790	29,900	49,200	53,000	67,000
Academic Level	10	11	12	13A	14	15
Rationalised Entry Pay (Rs.) 1	57,700	68,900	79,800	1,31,400	1,44,200	1,82,200
2	59,400	71,000	82,200	1,35,300	1,48,500	1,87,700
3	61,200	73,100	84,700	1,39,400	1,53,000	1,93,300
4	63,000	75,200	87,200	1,43,600	1,57,600	1,99,100
5	64,900	77,600	89,800	1,47,900	1,62,300	2,05,100
6	66,800	79,900	92,500	1,52,300	1,67,200	2,11,300
7	68,800	82,300	95,300	1,56,900	1,72,200	2,17,600
8	70,900	84,800	98,200	1,61,600	1,77,400	2,24,100
9	73,000	87,300	1,01,100	1,66,400	1,82,700	
10	75,200	89,900	1,04,100	1,71,400	1,88,200	
11	77,500	92,600	1,07,200	1,76,500	1,93,900	
12	79,800	95,400	1,10,400	1,81,800	1,99,800	
13	82,200	98,300	1,13,700	1,87,300	2,05,800	
14	84,700	1,01,200	1,17,100	1,92,900	2,11,800	
15	87,200	1,04,200	1,20,600	1,98,700	2,18,200	
16	89,800	1,07,300	1,24,200	2,04,700		
17	92,500	1,10,600	1,27,900	2,10,900		

K. K. Tripathy
07.10

Pay Band (Rs.)	15,600-39,100			37,400-67,000		67,000-79,000
18	95,300	1,13,800	1,31,700	2,17,100		
19	98,200	1,17,200	1,35,700			
20	1,01,100	1,20,700	1,39,800			
21	1,04,100	1,24,300	1,44,000			
22	1,07,200	1,28,000	1,48,300			
23	1,10,400	1,31,800	1,52,700			
24	1,13,700	1,35,800	1,57,300			
25	1,17,100	1,39,900	1,62,000			
26	1,20,600	1,44,100	1,66,900			
27	1,24,200	1,48,400	1,71,900			
28	1,27,900	1,52,900	1,77,100			
29	1,31,700	1,57,500	1,82,400			
30	1,35,700	1,62,200	1,87,900			
31	1,39,800	1,67,100	1,93,500			
32	1,44,000	1,72,100	1,99,300			
33	1,48,300	1,77,300	2,05,300			
34	1,52,700	1,82,600	2,11,500			
35	1,57,300	1,88,100				
36	1,62,000	1,93,700				
37	1,66,900	1,99,500				
38	1,71,900	2,05,500				
39	1,77,100					
40	1,82,400					

K. K. Tripathy
07.10.17

Appendix II

Table 1

Assessment Criteria and Methodology for University/College Teachers

S.No.	Activity	Grading Criteria
1.	Teaching: (Number of classes taught/total classes assigned)x100% (Classes taught includes sessions on tutorials, lab and other teaching related activities)	80% & above - Good Below 80% but 70% & above-Satisfactory Less than 70% - Not satisfactory
2.	Involvement in the University/College students related activities/research activities: *(a)* Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc. *(b)* Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation. *(c)* Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services. *(d)* Organising seminars/ conferences/ workshops, other college/university activities. *(e)* Evidence of actively involved in guiding Ph.D students. *(f)* Conducting minor or major research project sponsored by national or international agencies. *(g)* At least one single or joint publication in peer-reviewed or UGC list of Journals.	Good - Involved in at least 3 activities Satisfactory - 1-2 activities Not-satisfactory - Not involved / undertaken any of the activities **Note:** Number of activities can be within or across the broad categories of activities

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl.No.2.

Or

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl.No.2.

Not Satisfactory: If neither good nor satisfactory in overall grading

Note: For the purpose of assessing the grading of Activity at Serial No. 1 and Serial No. 2, all such periods of duration which have been spent by the teacher on different kinds of paid leaves such as Maternity Leave, Child Care Leave, Study Leave, Medical Leave, Extraordinary Leave and Deputation shall be excluded from the grading assessment. The teacher shall be assessed for the remaining period of duration and the same shall be extrapolated for the entire period of assessment to arrive at the grading of the teacher. The teacher on such leaves or deputation as mentioned above shall not be put to any disadvantage for promotion under CAS due to his/her absence from his/her teaching responsibilities subject to the condition that such leave/deputation was undertaken with the prior approval of the competent authority following all procedures laid down in these regulations and as per the acts, statutes and ordinances of the parent institution.

Table 2

Methodology for University and College Teachers for calculating Academic/Research Score

(Assessment must be based on evidence produced by the teacher such as: copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter, etc,.)

S.N.	Academic/Research Activity	Faculty of Sciences /Engineering / Agriculture / Medical /Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library /Education / Physical Education / Commerce / Management & other related disciplines
1.	**Research Papers in Peer-Reviewed or UGC listed Journals**	08 per paper	10 per paper
2.	**Publications (other than Research papers)**		
	(a) Books authored which are published by ;		
	International publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	**Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula**		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course)(In case of MOOCs of lesser credits 05 marks/credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course Coordinator for MOOCs (4 credit course)(In case of MOOCs of lesser credits 02 marks/credit)	08	08
	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant)	02	02
	Editor of e-content for complete course/ paper /e-book	10	10
4	**(a) Research guidance**		

	Ph.D.	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil./P.G dissertation	02 per degree awarded	02 per degree awarded
.	**(b) Research Projects Completed**		
	More than 10 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Projects Ongoing :		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5	**(a) Patents**		
	International	10	10
	National	07	07
	(b) *Policy Document (Submitted to an International body/organisation like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
.			
6.	***Invited lectures / Resource Person/ paper presentation in Seminars/ Conferences/full paper in Conference Proceedings (Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once)**		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State/University	02	02

The Research score for research papers would be augmented as follows :

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

i) Paper in refereed journals without impact factor - 5 Points

ii) Paper with impact factor less than 1 - 10 Points

iii) Paper with impact factor between 1 and 2 - 15 Points

iv) Paper with impact factor between 2 and 5 - 20 Points

v) Paper with impact factor between 5 and 10 - 25 Points

vi) Paper with impact factor >10 - 30 Points

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding then it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

Table: 3 A

Criteria for Short-listing of Candidates for Interview for the Post of Assistant Professors in Universities

S.N.	Academic Record	Score			
1.	**Graduation**	80% & Above = 15	60% to less than 80% = 13	55% to less than 60% = 10	45% to less than 55% =05
2.	**Post-Graduation**	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		
4.	**Ph.D.**	30			
5.	**NET with JRF**	07			
	NET	05			
	SLET/SET	03			
6.	**Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)**	10			
7.	**Teaching / Post Doctoral Experience (2 marks for one year each)#**	10			
8.	**Awards**				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

#However, if the period of teaching/Post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

(A) **(i)** M.Phil + Ph.D Maximum - 30 Marks

(ii) JRF/NET/SET Maximum - 07 Marks

(iii) In awards category Maximum - 03 Marks

(B) Number of candidates to be called for interview shall be decided by the concerned universities.

(C)

Academic Score	-	80
Research Publications	-	10
Teaching Experience	-	10
Total	**-**	**100**

(D) Score shall be valid for appointment in respective State SLET/SET Universities/ Colleges/ Institutions only

Table: 3 B

Criteria for Short-listing of candidates for Interview for the Post of Assistant Professors in Colleges

S.N.	Academic Record	Score			
1.	**Graduation**	80% & Above = 21	60% to less than 80% = 19	55% to less than 60% = 16	45% to less than 55% =10
2.	**Post-Graduation**	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non-creamy layer)/PWD) to less than 60% = 20	
3.	**M.Phil.**	60% & above = 07	55% to less than 60% = 05		
4.	**Ph.D.**	25			
5.	**NET with JRF**	10			
	NET	08			
	SLET/SET	05			
6.	**Research Publications (2 marks for each research publications published in Peer-Reviewed or UGC-listed Journals)**	06			
7.	**Teaching / Post Doctoral Experience (2 marks for one year each)#**	10			
8.	**Awards**				
	International / National Level (Awards given by International Organisations/ Government of India / Government of India recognised National Level Bodies)	03			
	State-Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note :

(A)

(i)	M.Phil. + Ph.D.	Maximum	-	25 Marks
(ii)	JRF/NET/SET	Maximum	-	10 Marks
(iii)	In awards category	Maximum	-	03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

(C)

Academic Score	-	84
Research Publications	-	06
Teaching Experience	-	10
TOTAL	-	100

(D) SLET/SET score shall be valid for appointment in respective State Universities/Colleges/institutions only.

Table 4

Assessment Criteria and Methodology for Librarians

S.No.	Activity	Grading Criteria
1	Regularity of attending library (calculated in terms of percentage of days attended to the total number of days he/she is expected to attend) While attending in the library, the individual is expected to undertake, inter alia, following items of work: • Library Resource and Organization and maintenance of books, journals and reports. • Provision of Library reader services such as literature retrieval services to researchers and analysis of report. • Assistance towards updating institutional website	90% and above - Good Below 90% but 80% and above - Satisfactory Less than 80% - Not satisfactory
2.	Conduct of seminars/workshops related to library activity or on specific books or genre of books.	Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop Unsatisfactory – Not falling in above two categories
3.	If library has a computerized database then OR If library does not have a computerized database	Good – 100% of physical books and journals in computerized database. Satisfactory – At least 99% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory. OR Good – 100% Catalogue database made up to date Satisfactory- 90% catalogue database made up to date Unsatisfactory - Catalogue database not upto mark. (To be verified in random by the CAS Promotion Committee)

4.	Checking inventory and extent of missing books	Good : Checked inventory and missing book less than 0.5% Satisfactory - Checked inventory and missing book less than 1% Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.
5.	(i) Digitisation of books database in institution having no computerized database. (ii) Promotion of library network. (iii)Systems in place for dissemination of information relating to books and other resources. (iv)Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular activities. (v)Design and offer short-term courses for users. (vi)Publications of at least one research paper in UGC approved journals.	Good : Involved in any two activities Satisfactory : At least one activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good : Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory : Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory : If neither good nor satisfactory in overall grading.	
Note : (1) It is recommended to use ICT technology to monitor the attendance of library staff and compute the criteria of assessment. (2) The Librarian must submit evidence of published paper, participation certificate for refresher or methodology course, successful research guidance from Head of Department of the concerned department, project completion. (3) The system of tracking user grievances and the extent of grievances redressal details may also be made available to the CAS promotion committee.		

Table 5

Assessment Criteria and Methodology for Directors of Physical Education and Sports

S. No.	Activity	Grading Criteria
1	Attendance calculated in terms of percentage of days attended to the total number of days he is expected to attend.	90 and above - Good Above 80 but below 90- Satisfactory. Less than 80 - Not satisfactory.
2.	Organizing intra college competition	Good - Intra college competition in more than 5 disciplines. Satisfactory - Intra college competition in 3-5 disciplines. Unsatisfactory - Neither good nor satisfactory.

3.	Institution participating in external competitions	Good - National level competition in at least one discipline plus State/District level competition in at least 3 disciplines. Satisfactory- State level competition in at least one discipline plus district level competition in at least 3 disciplines. Or District level competition in at least 5 disciplines. Unsatisfactory - Neither good nor satisfactory.
4.	Up-gradation of sports and physical training infrastructure with scientific and technological inputs. Development and maintenance of playfields and sports and physical Education facilities.	Good/Satisfactory/Not-Satisfactory to be assessed by the Promotion committee.
5.	(i)At least one student of the institution participating in national/ state/ university (for college levels only) teams. Organizing state/national/inter university/inter college level competition. (ii)Being invited for coaching at state/national level. (iii)Organizing at least three workshops in a year. (iv)Publications of at least one research paper in UGC approved journal. Assistance in college administration and governance related work including work done during admissions, examinations and extracurricular college activities.	Good: Involved in any two activities. Satisfactory: 1 activity Not Satisfactory : Not involved/ undertaken any of the activities.
Overall Grading	Good: Good in Item 1 and satisfactory/good in any two other items. Satisfactory: Satisfactory in Item 1 and satisfactory/good in any other two items. Not Satisfactory: If neither good nor satisfactory in overall grading.	

Note:

i)It is recommended to use ICT technology to monitor the attendance of sports and physical education and compute the criteria of assessment.

ii)The institution must obtain student feedback. The feed-backs must be shared with the concerned Director of Physical and Education and Sports and also the CAS Promotion committee.

iii)The system of tracking user grievances and the extent of grievance redressal details may also be made available to the CAS Promotion Committee.

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VISVA-BHARATI

PBAS Proforma for Promotion under CAS

(FOR ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR, PROFESSOR

(As per UGC Regulations 2018, effective from 18th July 2018)

Part A: GENERAL AND ACADEMIC INFORMATION

1. Applicant's Name (in block letters):

2.a) Application for Position and Academic Level:

b) Date of eligibility for promotion :

3. Department / Centre and Bhavana :

4.a) Current Designation and Academic Level:

b) Date of last promotion / Joining date :

c) Gender : Male ☐ Female ☐ Transgender ☐

5.a) Date and place of Birth and age:

b) Marital Status :

6. Address for communication:

7. E-mail: Mobile Number:

8. Nationality:

9. Whether belonging to SC / ST / OBC / PWD:

10. Father's / Husband's / Guardian's Name, Address and Occupation:
(if dead, state last address and occupation before death)

11. Permanent address (in full with nearest Railway Station):

12. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks or GPA obtained	Division/Class/ Grade	Subject(s)
B.A./B.Sc./ B.Sc.(Ag.)/B.Com/B .Mus/ B.Fine etc.					
M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine, etc.					
Other Degrees/ Diplomas, if any					

13. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D/D.Phil			
D.Sc./D.Litt			

14. Appointments held prior to joining this institution:

Designation	Name of Employer	Address	Date of Joining		Salary with Grade	Reasons for leaving
			Joining	Leaving		

Note: Since counting of past services for promotion as well as direct recruitment is allowed at all levels from other universities/colleges/National Laboratories and/or other professional/scientific organizations such as *CSIR / ICAR / DRDO / UGC / ICSSR / ICHR / ICMR / DBT* etc., the applicants have to ensure that the essential qualifications for the posts held in these organizations were not lower than the qualifications (and on equivalent grade or of the pre-revised scale of pay) prescribed by the UGC for Assistant Professor, Associate Professor, and Professor as the case may be. The appointment should not have been as Guest Lecturer, and the post should have been filled in accordance with the selection procedure laid down by the UGC/University/State and/or Central governments.

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of teaching experience: P.G. Classes (in years) [ ] : U.G. Classes (in years) [ ]

17. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years) [ ]

18. Fields of Specialization under the Subject/Discipline

(a) (b)

(c) (d)

19. TRAINING RECEIVED: Academic Staff College or through MOOCs (SWAYAM) Orientation/ Refresher Courses/ Methodology Workshops/ Training/ Teaching-Learning-Evaluation Technology Programmes/ Soft-Skill Development Programmes & Faculty Improvement/Dev. Programmes, including Summer, Winter Schools and Faculty Development (ARPIT) attended:

Name of the Course/ Programme/Training/ Summer or Winter School	Place & Instt	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ICHR/ICSSR/ Academies/Universities etc)
1.			
2.			
3.			

Part B: PERFORMANCE ASSESMENT REPORT

TABLE 1 : Assessment Criteria and Methodology

Sl. No.	Activity	Grading Criteria	Actual Grade
1.	Teaching: (Number of classes taught/total classes assigned) x100% (Classes taught include sessions on tutorials, lab and other teaching related activities)	80% and above – Good Below 80% but 70% and above – Satisfactory Less than 70% - Not satisfactory	
2.	Involvement in the University students related activities/research activities (a) Administrative responsibilities such as Head, Chairperson/Dean/Director/Co-ordinator, Warden etc. (b) Examination and evaluation duties assigned by the University or attending the examination paper evaluation (c) Student related co-curricular, extension and field-based activities such as student clubs, career counseling, study visits, student seminars and other events. cultural, sports, NCC, NSS and community services (d) Organizing seminars/conferences /workshop, other University activities (e) Evidence of actively involved in guiding Ph.D. students (f) Conducting minor or major research project sponsored by national or international agencies (g) At least one single or joint publication in peer-reviewed or UGC list of Journals	Involved in at least 3 activities – Good 1-2 activities –Satisfactory Not involved/undertaken any of the activities – Not satisfactory **Note:** Number of activities can be within or across the broad categories of activities	
Overall Grading:			

Overall Grading:

Good: Good in teaching and satisfactory or good in activity at Sl. No. 2

Satisfactory: Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2

Not Satisfactory: If neither good nor satisfactory in overall grading

TABLE 2 : Academic / Research Score

1. i. Published papers in Journals (printed and electronic) (Peer-reviewed or UGC listed)

Faculty of Sciences/Engineering/Agriculture/Medical/Veterinary Sciences – 08 per paper
Faculty of Languages/Humanities/Arts/Social Sciences/Library/Education/Physical Education/ Commerce/Management& other related disciplines – 10 per paper
(With augmentation by impact factor as detailed below)
Editor of Journal (International) – 10
Editor of Journal (National) – 08

Sl. No	Title with volume, number and page number	Journal Name	ISBN/ISSN/ Categorization Peer-reviewed/UGC listed	Impact Factor (Proof required)	No. of Co-authors	Whether you are the First/Corresponding author	Score
Total							

* **N.B.** **(a)** Scores for research papers would be augmented according to the impact factor of the journals (as per Thomson Reuters list) as follows:

i) Paper in refereed journals without impact factor = 5 points
ii) Paper with impact factor less than 1 = 10 points
iii) Paper with impact factor between 1 and 2 = 15 points
iv) Paper with impact factor between 2 and 5 = 20 points
v) Paper with impact factor between 5 and 10 = 25 points
vi) Paper with impact factor > 10 = 30 points

(b) Two authors – 70% of total value of publication for each author; More than two authors - 70% of total value of publication for the First author/Principal author/Corresponding author and 30% for each of the joint authors

ii. Published Outputs in CD/DVD/Online/E-form/E-book, etc.

Score – Category I (Reviewed) – 10
Category II (Non-Reviewed) – 08

Sl. No	Title of CD/DVD/Tape/ Online/E-form/ E-book/Art Catalogues	Company/ Agency/ Instt Name	ISBN/ISSN No	Whether reviewed/having Impact factor (Hits/sales/citations /commendations/reviews, etc)	No of Co-performer or Co-authors	Whether you are the main performer	Score
Total							

iii. Public Displays/Exhibitions/Performances with or without outputs in CD/DVD/Online/E-form/E-book

Score – Category I (Reviewed) – 10
Category II (Non-Reviewed) –08

Sl. No	Title of Show/ Exhibition/Performance with or without CD/DVD /Tape/Online/E-form/E-book version or Brochures	Company/ Agency/ Institute Name (Including TV/Radio etc)	Categorization (Venues/event/ gallery/ studio/ museums)	Whether reviewed/having Impact factor (Reporting/Coverage/Reviews/Hits/sales/citations/commendations/ etc)	No of Co-performer or Co-authors	Whether you are the Solo artist/ performer	Score
Total							

2. Publications (other than research papers)

(a) i. Books authored/Chapters in Edited Book/Editor of Books

Score: International Publishers – 12
National Publishers – 10
Chapter in Edited Book - 05
Editor of Book (International) – 10
Editor of Book (National) – 08

Sl. No	Art/Chapter Title with page numbers	Book title, Editor & Publisher	ISBN/ISSN No/ (Or, Renowned publishers)	No of Co-authors (Points to be shared)	Whether you are the main author (Full points)	Score
Total						

*N.B. Paper presented if part of edited book or proceeding then it can be claimed only once

ii. Shows/Performances with or without other artists/ Productions with outputs in CD/DVD/Online/E-form/E-book

Score: International – 12
National - 10
State/ Central/ Societies – 08
Regional/ Other/ Local – 05

Sl. No	Title of Show/ Exhibition/Performance with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Company/ Agency/ Instt. Name Incl. AIR & TV	Categorization – International/ National/Regional (Venues/events/ studios/galleries/museums)	Whether reviewed/having Impact factor (Reporting/ Coverage/ Reviews/ citations/commendations)	No of Co-performer or Co-authors (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	Score
Total							

iii. Workshops Conducted with or without other artists with or without visible Print/CD/DVD/Online outputs

Score: International – 12
National - 10
State/ Central/ Societies – 08
Regional/ Other/ Local – 05

Sl. No	Title of Your Workshop with or without CD/DVD/Tape/ Online/E-form/ E-book version or Brochures	Organizer Institution/ Company/ Agency/ Name	Categorization – (I) International (II) National (III) Regional (IV) Local	Whether reviewed/having Impact factor (Proof Required)	No of Co-artists or Co-faculty (Points to be shared per unit)	Whether you are the Solo artist/ performer (Full points per unit)	Score
Total							

(b) i. Translation works in Indian and Foreign Languages

Score – Chapter or Research Paper - 03
Book - 08

Sl. No	Title with page number	Type of Book/ and Authorship	Publisher & ISBN/ISSN/ Categorization	No of Co-authors (To be shared)	Whether you are the main author	Score
Total						

ii. Solo Performance/Exhibition as an artist on invitation

Score –International – 08
National/Regional – 03

Sl. No	Title of Programme / Exhibition with details of venue	Organized or Sponsored by Institution/ Company/ Agency, incl AIR/TV etc	Categorization – (I) International (II) National/ Regional	No of Co-artists or Performers	Whether you are the Solo artist/ performer	Score
Total						

3. Creation of ICT mediated Teaching Learning pedagogy and content and development of new and

innovative courses and curricula

a. **Development of Innovative pedagogy** [Using ICT during class teaching (PowerPoint, PDF file demonstration, etc.): Score – 02 per semester/ taking Examination by using any Software: Score – 02 per semester]

Sl. No.	Name of the Course and Semester	Type of E-content	Score during the assessment period (Maximum score 10)
1.			
2.			
Total			

b. **Design of New Curricula and courses**

Score – 02 per curricula / course

Sl. No.	Name of the Curricula / Course	Level of Curricula / Course (Certificate / Diploma / UG / PG/ etc.)	Score during the assessment period (Maximum score – 10)
1.			
2.			
Total			

c. **i) Creation of Course materials and uploading in MOOCs**

a) Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser Credits 05 marks/credit) – 20
b) MOOCs (Developed in 4 quadrants) - 05
c) Content writer / Subject matter expert for Each module of MOOCs (at least one quadrant) – 02
d) Course Coordinator for MOOCs (4 credit course) (In case of MOOCs of lesser Credits 02 marks/credit) – 08

Sl. No.	Name of the Course and Paper	Marks of the paper	Score during the assessment period
1.			
2.			
Total			

c. **ii) Undertaking course(s) as a candidate through MOOCs (other than courses under Table – 1, point 19)**

Score – For Certificate - 04; For Diploma – 08; For UG - 12, For PG - 16

Sl. No.	Name of the Course	Duration of the course		Year of completion	Score during the assessment period
		From	To		
1.					
2.					
Total					

d. E-Content (for UG/PG/M. Phil)

Development of E-content in 4 quadrants for a complete course/e-book – 12
E-content (developed in 4 quadrants) per module – 05
Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) – 02
Editor of E-content for complete course/ paper/ e-book – 10

Sl. No.	Name of the Course	Title of the course content and my contribution as	Score during the assessment period
1.			
2.			
Total			

4. (a) Research Guidance/Supervision

Score: Ph.D. degree awarded – 10; Ph.D. Thesis submitted – 05
M.Phil. awarded /P.G. Dissertation completed/ National Scholar – 02

Sl. No.	Number Enrolled	Thesis Submitted	Degree awarded	Score during the Assessment period
Ph.D.				
M. Phil/ P.G. Dissertation				
Total				

N.B. : For joint supervision of research students, Supervisor and Co-supervisor shall get 70% each of the total score

(b) Ongoing and Completed Research Projects and Consultancies

Score: Completed Projects (More than 10 lakhs) - 10
Completed Projects (Less than 10 lakhs) - 05
Ongoing Projects (More than 10 lakhs) - 05
Ongoing Projects (Less than 10 lakhs) - 02
Consultancy - 03

Sl. No	Title	Agency (Funding, Commissioning and / or Collaborating)	Period	Grant(s) / Amount mobilized (so far) in Rs. (Lakhs)	Whether Principal Investigator/ Co-investigator or Consultant/Quality evaluator	Score
Total						

NB: Joint Projects: Principal Investigator and Co-investigator would get 50% each

5. **(a) Patents** (Patent / Technology Transfer / Product / Process)

Score: International - 10
National - 07

Sl. No	Details of the Patent/Technology transfer/Product/Process	Document No.	International/National	Score
Total				

(b) **Policy Document** (submitted to an international body/organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Govt. or State Govt.)

Score: International – 10; National – 07; State / University - 04

Sl. No	Nature of Document	Submitted to International/National/State organization	Score
Total			

(c) **Award/ Fellowships :**

Score –International – 07
National – 05

Name of Fellowship / Award	Organization awarding the Fellowship / Award	Date of Award	Amount, if Any	Score
Total				

6. **i. Invited lectures/Resource Person /Paper presentation in Seminars/Conferences/Full paper in Conference Proceedings***

Score: International (Abroad) – 07
International (within country) - 05
National - 03
State/University – 02

S. No.	Title of the Invited Lecture/Paper presented	Title of Conference / Seminar	Organized by	Whether International (Abroad)/ International (within country) National/State/ University	Score
Total					

* **N.B.** Paper presented in Seminars/Conferences and also published as full paper in Conference Proceedings will be counted only once

ii. Invited Group (including Live/Recorded/Televised/Radio) Performances and/or Lecture-Demonstrations and / or Judgement at National or International level

Score: International – 05
National – 03
Regional – 02

Sl. No.	Title of Programme/ Sess./ Lecture/ Demo	Title & Type of performance	Organized by	International /National/ Regional	Score
Total					

Note : For the purpose of calculating research score of the teacher, the combined research score from the categories 5(b). Policy Document and 6. Invited Lectures/Resource Person/Paper Presentation shall have an upper capping of 30% of the total research score of the teacher concerned

TOTAL SCORE (Table 2)

Sub-Category	**Total Score**	**Total Score claimed in Sub-categories**
1. Research papers (Journals etc.)/Published Outputs in CD/DVD		
2. Research publications (books, etc.)/Performance/Exhibitions etc.		
3. Creation of Teaching Learning pedagogy and development of new curricula etc.		
4. Research Guidance and Projects		
5. a) Patents c) Award/Fellowships		
5. b) Policy Document 6. Conferences/Seminars /lectures		(After capping)
Total Score (Academic & Research) **Note:** The score under category 5. b) and 6. shall be under capping of 30% of the total research score for any assessment period		

The candidate will have to submit all necessary documents in support of the score claimed.

For promotion under CAS of Assistant Professor, Associate Professor and Professor on University, in addition to eligibility requirements, following CAS promotion criteria have to be fulfilled before recommendation by Screening-cum-evaluation Committee or Selection Committee:

1. Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11):
   'Satisfactory' or 'Good' grade during at least three/four/five years of the last four/five/six years of the assessment period, as the case may be (Table 1) followed by recommendation by Screening-cum-evaluation committee

2. Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12):
   'Satisfactory' or 'Good' grade during at least four years of the last five years of the assessment period (Table 1) followed by recommendation by Screening-cum-evaluation committee

3. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A):
   'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 70 score (Table 2) followed by recommendation by Selection Committee

4. Associate Professor (Academic Level 13A) to Professor (Academic Level 14):
   'Satisfactory' or 'Good' grade during at least two years of the last three years of the assessment period (Table 1), at least 110 score (Table 2) followed by recommendation by Selection Committee

OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No.	Details (Mention Year, value etc. where relevant)

LIST OF ENCLOSURES: Please attach copies of certificates, sanction orders, papers, book title & content pages, copies of CDs/DVDs, newspaper or other coverage, review copies, etc. wherever necessary.

1	6
2	7
3	8
4	9
5	10

I certify that the information provided is correct as per records available with the university and / or documents enclosed along with the duly filled PBAS proforma.

Signature of the faculty with
Designation, Place & Date
Mobile No.

Signature of HOD / In-charge / Director

N.B: 1.Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.

2. The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC Regulations regarding CAS promotion of University teachers (dated 18th July 2018) before filling up of this Proforma.

VISVA-BHARATI

PBAS Proforma for Promotion under CAS

(FOR DEPUTY LIBRARIAN AND ASSISTANT LIBRARIAN)

(As per UGC Regulations 2018, effective from 18th July 2018)

Part A: GENERAL AND ACADEMIC INFORMATION

1. Applicant's Name (in block letters):

2.a) Application for Position and Academic Level :

b) Date of eligibility for promotion:

3. Department / Centre and Bhavana:

4.a) Current Designation and Academic Level:

b) Date of last promotion / Joining date:

c) Gender: Male ☐ Female ☐ Transgender ☐

5.a) Date and place of Birth and age:

b) Marital Status:

6. Address for communication:

7. E-mail: Mobile Number:

8. Nationality:

9. Whether belonging to SC / ST / OBC / PWD:

10. Father's / Husband's / Guardian's Name, Address and Occupation:
(if dead, state last address and occupation before death)

11. Permanent address (in full with nearest Railway Station):

12. Educational Qualifications:

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks of GPA obtained	Division/Class/ Grade	Subject(s)
BLISc /B.A./B.Sc./ B.Sc.(Ag.)/B.Com/ B.Mus/ B.Fine/ etc.					
MLISc/ M.A./M.Sc./ M.Sc.(Ag.)M.Mus/ M.Fine etc.					
Other Degrees/ Diplomas, if any					

13. Research Degree(s)

Degrees	Title	Date of award	University
M.Phil			
Ph.D/D.Phil			
D.Sc./D.Litt			

14. Appointments held prior to joining this institution:

Designation	Name of Employer	Address	Date of		Salary with Grade/AGP/Level	Reasons for leaving
			Joining	Leaving		

15. Post held after appointment at this institution:

Designation	Department	Date of actual Joining		Grade
		From	To	

16. Period of library service experience as Assistant Librarian / [ ]
Sr. Assistant Librarian / [ ] Assistant Librarian (SG) / Deputy Librarian [ ]
/ Librarian (in years): [ ]

[ ]

17. Research Experience **excluding** years spent in M.Phil / Ph.D. (In years)

18. Fields of Specialization under the Subject/Discipline

(a) (b)

(c) (d)

19. TRAINING RECEIVED: Academic Staff College or through MOOCs (SWAYAM) Orientation / Refresher Course or Methodology Workshops/ Training/ Teaching-Learning-Evaluation Technology Programmes as well as Soft-Skill Development Programmes and Faculty / Library Improvement/Development Programmes, including Summer and Winter Schools and Faculty Development (ARPIT) attended:

Name of the course /Programme/Training Summer / Winter School	Place & Instt.	Duration (Dates)	Sponsoring Agency (UGC/ICAR/ ICHR/ICSSR/ Academies/ Universities, etc)
1)			
2)			
3)			

PART B

Assessment Criteria and Methodology

Activity 1: Regularity of attending library

Year	Number of Working Days	Working Days Actually Present	Works Done	% of days attended to the total number of days he/she is expected to attend	Grade	ANNEXURE NO.

90% and above - Good
Below 90% but 80% and above - Satisfactory
Less than 80% - Not satisfactory

Activity 2: Conduct of seminars/workshops related to library activity or on specific books or genre of books

Year	Detail of Activity	Category*	Average Number of activities	Grading	ANNEXURE NO.

* National level seminar/ workshop, state level seminar/ workshop, institution level seminar/ workshop

Good – 1 National level seminar/ workshop + 1 State/institution level workshop/Seminar
Satisfactory - 1 National level seminar/ workshop or 1 state level seminar/ workshop + 1 institution level seminar/ workshop or 4 institution seminar / workshop
Unsatisfactory – Not falling in above two categories

Activity 3:

(A): If library has a computerized database

(i) General

Year	Number of Books and Journal in Library	Number of Books and Journal in computerized database	% of physical books and journals in computerized database	Grade	ANNEXURE NO.
Good – 100% of physical books and journals in computerized database. Satisfactory – At least 90% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory.					

(ii) Reference Section

Year	Number of Books and Journal in Library	Number of Books and other resources in Reference Section	Number of Books and other resources in computerized database	% of physical books and other resources in computerized database	Grade	ANNEXURE NO.
Good – 100% of physical books and journals in computerized database. Satisfactory – At least 90% of physical books and journals in computerized database. Unsatisfactory – Not falling under good or satisfactory.						

(iii) Circulation Section

Year	Number of Books and Journal in Library	Number of Books available for Circulation	Number of Books Circulated (Issue + Return)	% of Books Circulated through computerized system	Grade	ANNEXURE NO.

Good – 100% of books circulated through computerized system.
Satisfactory – At least 90% of books circulated through computerized system.
Unsatisfactory – Not falling under good or satisfactory.

(iv) Journal Section

Year	Number of Books and Journal in Library	Total Number of Journal in Library (Print and Electronic)	Number of Bound Journals in computerized database	% of journals browsed through computerized database	Grade	ANNEXURE NO.

Good – 100% of physical journals in computerized database.
Satisfactory – At least 90% of physical journals in computerized database
Unsatisfactory – Not falling under good or satisfactory.

(v) Acquisition Section

Year	Number of Books and Journal in Library	Number of Books procured	Number of Books accessioned in computerized database	% of physical books accessioned in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books catalogued in computerized database.
Satisfactory – At least 90% of physical books catalogued in computerized database
Unsatisfactory – Not falling under good or satisfactory.

(vi) Technical/Processing Section

Year	Number of Books and Journal in Library	Number of Books procured	Number of Books catalogued in computerized database	% of physical books catalogued in computerized database	Grade	ANNEXURE NO.

Good – 100% of physical books and journals in computerized database.
Satisfactory – At least 90% of physical books and journals in computerized database
Unsatisfactory – Not falling under good or satisfactory.

Activity 3(B): If library does not have a computerized database

Year	Number of Books and Journal in Library	Number of Books and Journal in Catalogue database	% of physical books and journals in Catalogue database	Grade	ANNEXURE NO.

Good – 100% Catalogue database made up to date
Satisfactory- 90% catalogue database made up to date
Unsatisfactory - Catalogue database not up to mark.

NB: Under the Activity 3 candidate has to fill-up any one of the tables.

Activity 4: Checking inventory and extent of missing books

Year	Inventory Check Performed with Date	Number of Books and Journal in Library	Number of Books missing	% of Missing Books	Grade	ANNEXURE NO.

Good: Checked inventory and missing book less than 0.5%
Satisfactory - Checked inventory and missing book less than 1%
Unsatisfactory - Did not check inventory Or Checked inventory and missing books 1% or more.

Activity 5: Growth Activities

(i) Digitization of books database in institution having no computerized database.

(ii) Promotion of library network, Library Induction/Orientation Program.

(iii) Systems in place for dissemination of information relating to books and other resources, Preparation of Bibliography, Book Exhibition/Fair.

(iv) Assistance in administration and governance related work including work done during admissions, examinations and extracurricular/co-curricular/extension activities.

(v) Design and offer short-term courses for users, Teaching Learning Activities.

(vi) Publications of at least one research paper in UGC approved journals.

Year	Detail of Activity	Category*	Number of activities during Assessment Period	Grading	ANNEXURE NO.
Good: Involved in any two activities Satisfactory: At least one activity Not Satisfactory: Not involved/ undertaken any of the activities.					

Summary of Assessment Criteria and Methodology:

Categories	Year-1	Year-2	Year-3	Year-4	Year-5	Year-6
Activity 1: Regularity of attending library						
Activity 2: Conduct of seminars/ workshops related to library activity or on specific books or genre of books						
Activity 3(A): If library has a computerized database or Activity 3(B): If library does not have a computerized database						
Activity 4: Checking inventory and extent of missing books						
Activity 5: Growth Activities						
Overall Grading						
Good: Good in Item 1 and satisfactory/good in any two other items including Item 4. Satisfactory: Satisfactory in Item 1 and satisfactory /good in any other two items including Item 4. Not satisfactory: If neither good nor satisfactory in overall grading.						

For promotion under CAS of Assistant Librarian, Deputy Librarian in University, in addition to eligibility requirements, following CAS promotion criteria have to be fulfilled before recommendation by Screening-cum-evaluation committee or Selection Committee:

1. Assistant Librarian (Academic Level 10) to Assistant Librarian (Academic Level 11)
   'Satisfactory' or 'Good' grade during at least three/four/five years of the last four/five/six years of the assessment period, followed by recommendation by Screening-cum-evaluation committee.

2. Assistant librarian (Academic Level 11) to Assistant Librarian (Academic Level 12)
   'Satisfactory' or 'Good' grade during at least four years of the last five years of the assessment period followed by recommendation by Screening-cum-evaluation committee.

3. Assistant Librarian (Academic Level 12) to Deputy Librarian (Academic Level 13A)
   'Satisfactory' or 'Good' grade during at least two years out of the last three years of the assessment period, followed by recommendation by Selection Committee on the basis of the interview performance.

4. Deputy Librarian (Academic Level 13A) to Deputy Librarian (Academic Level 14)
   'Satisfactory' or 'Good' grade during at least two years out of the last three years of the assessment period followed by recommendation by Selection Committee on the basis of the interview performance.

Part-C: Other Relevant Information:

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier:

Sr. No.	Details (Mention Year, Value etc. where relevant)

(Attach documentary proof in support of the information provided by you in this proforma)

List of Enclosures: (Please attach copies of certificates, sanction orders, papers, notifications etc., wherever necessary)

1.
2.
3.
4.
5.
6.
7.

I hereby declare that the information/documents provided by me are correct and verifiable, and I have carefully read the relevant provisions relating to promotion under Career Advancement Scheme (CAS) contained in UGC Regulations, 2018 as amended from time to time.

Date.....

Place.....

Signature & Designation of the Applicant

Certified that Mr./Ms./Dr.....has been working as .....in the department since..... The particulars given in this application have been checked and verified from the office records and are found to be correct.

Principal of the Concerned Bhavana **University Librarian**

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2. The individual PBAS Proforma duly filled along with all enclosures, submitted for CAS promotions will be duly verified by the university as necessary and placed before the Screening cum Evaluation Committee or Selection Committee for assessment/verification.

3. The candidates are requested to consult UGC Regulations regarding CAS promotion of University Library Officers (dated 18th July 2018) before filling up of this Proforma.